



SAN FRANCISCO
CIVIL SERVICE COMMISSION

MEMORANDA re:
LAYOFF PROCEDURES

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CITY AND COUNTY OF SAN FRANCISCO

CIVIL SERVICE COMMISSION

151 CITY HALL

October 14, 1976

MEMORANDUM

TO: All Department Heads
FROM: Bernard Orsi, General Manager, Personnel
SUBJECT: LAYOFF PROCEDURES.

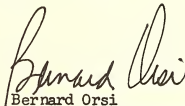
You are in receipt of a Memorandum from Patrick J. Mahler, Director of Employee Relations, dated October 8, 1976 concerning meet and confer on layoff of civil service employees.

Please be advised that nothing contained in Judge Byron Arnold's Judgment of September of this year amends or modifies the current layoff procedure in Civil Service Commission Rule 32 - LAYOFF - copy of which is attached for your information.

Section 16.201 of the Administrative Code, which reads in part as follows, mandates that the Civil Service Commission Rules are applicable in these situations:

"Nothing contained herein shall be deemed to supercede the provisions of the City and County Charter or ordinances and civil service rules establishing and regulating the civil service system . . ."

The layoff rule has recently been amended as a result of meet and confer sessions between the Civil Service staff and representatives of employee organizations. Any application of layoff procedure which deviates from the layoff rule, as amended, cannot be authorized.


Bernard Orsi
General Manager, Personnel

Attachment



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Section 32.00. ORDER OF SENIORITY DURING LAYOFF

In any layoff temporary employees in a classification in a department shall be laid off first, followed by probationary employees and last, permanent employees. If the temporary employee is limited tenure or non-civil service, the temporary employee with the least service in the class in the department will be laid off first.

Section 32.01. LAY-OFF - PERMANENT APPOINTEES - BY DEPARTMENT - EXCEPTION.

Lay-off of permanent appointees shall be by class in the department in inverse order of the date of regular permanent certification to the class. Lay-off shall be treated separately under each appointing officer with the following exception:

An Appointee with five (5) or more years of continuous permanent service immediately prior to a lay-off in the class, shall have the right to displace an appointee with less than five (5) years of such continuous permanent service in that classification in any department. In that event, lay-off shall be by inverse order of the date of permanent certification in the class in the City and County service.

Section 32.02. LAY-OFF - PERMANENT APPOINTEES - EXEMPT WAIVER POSITIONS - BY DEPARTMENT.

Lay-off of permanent appointees certified on a requisition requiring special education, training or experience, pursuant to the provisions of Rule 14, Section 14.01(d), shall be laid off when the work requiring such special qualifications is completed, provided that such appointees shall have rights to continued employment within their classification in positions where a speciality is not required if there are employees in such positions who have a later date of appointment.

Section 32.03. LAY-OFF - SPECIAL PROVISIONS - PERMANENT PROMOTIVE POSITIONS.

a. PROBATIONARY PROMOTIONAL APPOINTMENT.

The name of an employee laid off from a promotive appointment during the probationary period shall be returned to the eligible list from which promotion was made, provided that such list is still in existence.

b. REINSTATEMENT TO FORMER CLASS.

An employee laid off from a promotive appointment shall be reinstated to a position in the class and department from which he was promoted. If necessary, layoffs in the classes affected shall follow.

c. REINSTATEMENT FROM TWO STEP PROMOTION.

An employee laid off from a permanent promotive appointment that is two or more steps higher than the permanent position from which promoted, shall be returned to an established position in the immediately direct next lower rank in the department in which the layoff occurs, or in the department from which promoted. He shall serve a probationary appointment in such position. If necessary, layoffs in the classes affected shall follow.

d. HIGHER CLASSES NOT FILLED BY PROMOTIONAL EXAMINATION.

The General Manager, Personnel, may order that the provisions of this rule shall apply to appointees in higher classifications in a classification series even though the examination for such higher classification was not held as a promotive examination, or where appointees were blanketed in to such higher classifications.

Section 32.04. REINSTATEMENT OR APPOINTMENT TO POSITION FROM WHICH LAID OFF - PROMOTIONAL OR ENTRANCE POSITIONS.

A permanent appointee to a promotional or entrance position who is laid off shall be deemed a "holdover" and shall have the right for a period of five (5) years from the date of layoff, to be reinstated to a vacancy in a position in the class from which laid off, subject to the following conditions:

a. Permanent Vacancy In Department From Which Laid Off.

If the vacancy is in a permanent position in the department from which layoff occurred, the holdover must accept reinstatement or loss of all reinstatement rights will follow. Such reinstatement will automatically cancel any temporary appointment.

b. Temporary Vacancy In The Department From Which Laid Off.

If the vacancy is in a temporary position in the department from which the layoff occurred, the holdover may waive temporary appointment if he is permanently employed outside of the city service. Such waiver may not be withdrawn except with the approval of the General Manager, Personnel.

c. Vacancies In Other Departments.

If the vacancy, whether permanent or temporary, is in another department than the one from which layoff occurred, the holdover shall have the right for appointment ahead of eligibles on current lists. If more than one holdover is to be considered, preference shall be given to the holdover with the longest continuous service under civil service permanent appointment in the class involved. Acceptance of permanent appointment to another department shall be subject to serving a probationary period and shall cancel rights to reinstatement to the department from which the layoff occurred.

Waiver of permanent appointment to another department may not be thereafter withdrawn for such department.

Waiver of temporary appointment to another department may not be withdrawn except with the approval of the General Manager, Personnel.

d. Extension of Holdover Period.

If a holdover does not resume permanent status in the class from which he acquired such status, within a five (5) year period, such holdover status shall terminate except as follows. If the holdover served for a substantial period of time during the five (5) year period under temporary appointment in the class from which laid off, the Commission upon the review of all the circumstances may extend the holdover status for such specified period of time as it may deem proper.

Section 32.05. LAY-OFF - TEMPORARY APPOINTEES.

a. Order of Lay-off

Layoff of temporary appointees required within a certification period shall be by class within a department according to rank on the eligible list. Upon completion of the five month or one year maximum period of temporary certification, as provided in Rule 13, Section 13.05, appointees shall be laid off without regard to rank on the eligible list.

b. Holdover - Temporary Appointees.

A temporary appointee certified from a regular eligible list and who has satisfactorily served under full time temporary appointment from such list for a period or periods of one (1) year or more during the life of such list, shall upon expiration of the list be termed a "holdover-temporary appointee". A holdover temporary appointee shall thereafter for a period of five (5) years have preference over eligibles on subsequent lists for certification to temporary appointments. Such preference shall continue as long as the appointee served satisfactorily in such class for six (6) months of each year of the five (5) year period.

c. Holdover - Temporary Appointees - Ties.

When more than one person has standing as a holdover temporary appointee in the same classification, preference for temporary appointment shall be given to the person having highest rank on the eligible list.

Section 32.06. LAY-OFF - SPECIAL CERTIFICATIONS.

An employee certified on a requisition requiring certain specialities noted on the examination announcement, and are exempt waiver positions, in accordance with the provisions of Rule 14, Section 14.01(d), shall be laid off when the work requiring such special qualifications is completed. Such appointees shall have rights to continue in the employment within their classification in positions where a specialty is not required if there are employees in such positions who have a later date of appointment, and who have lower eligibility standing. "Lower eligibility standing" also includes employees in such positions who, though having a higher ranking on the eligible list, were under waiver for appointment to such positions.



MEMORANDUM

DATE: May 22, 1992

TO: Appointing Officers
Personnel Officers
Employee Organizations

FROM: Albert C. Walker
General Manager, Personnel

SUBJECT: INQUIRIES REGARDING LAYOFFS

PUBLIC LIBRARY
CIVIC CENTER BRANCH
DOCUMENTS SECTION
1 ML (54) BOX 41

DOCUMENTS SECT.

MAY 26 1992

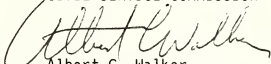
SAN FRANCISCO
PUBLIC LIBRARY

A Layoff Processing Team (LOPT) has been established to coordinate processing in the event that layoffs of City and County personnel will be required. Printed on the reverse side of this memorandum is a list of LOPT personnel annotated to show the name of the staff person assigned to work with each department and with employee organizations during the layoff process. Please direct all inquiries to the LOPT staff person assigned to each department.

In addition, for your information, attached is a list of the coordinators designated by each department as liaisons for layoff purposes to the Civil Service Commission and to employee organizations.

If after contacting the designated LOPT staff member, you need further assistance, please call Janice Fukuda, LOPT Team Coordinator (557-4941), or Susan Hockey, Assistant LOPT Coordinator (557-4922).

CIVIL SERVICE COMMISSION


Albert C. Walker
General Manager, Personnel

ACW/sfm

Attachment (1)

DEPARTMENTAL ASSIGNMENTS BY LOPT TEAMS

TEAM 1 ANN TINLING 557-4931 AND CAROLE VAN DYKE - 557-4940

ANN TINLING

Academy of Sciences
Art Commission
Asian Art Museum
Assessor
City Planning
Controller
County Agriculture
Electricity
Fine Arts Museums
Library
Public Admin./Guardian
Purchaser
Real Estate
Recorder
Registrar
Rent Arbitration
Treasurer/Tax Collector
War Memorial

CAROLE VAN DYKE

Commission on Aging
Commission on Status of Women
Health Service System
Human Rights Commission
Medical Examiner/Coroner
Public Health
Central Office
Community Mental Health
Laguna Honda
San Francisco General Hospital
Retirement

TEAM 2 MIKE CASEY AND CLARICE CLARKE - 557-4930

MIKE CASEY

Community College District
Port
Public Works
S.F. Unified School District

CLARICE CLARKE

Airport
Public Utilities Commission
- Municipal Railway
- Hetch Hetchy
- Light, Heat & Power
Social Services
Water

TEAM 3 TOM GOTUACO AND NOEMI HINAJON - 557-4938

TOM GOTUACO

Adult Probation
City Attorney
District Attorney
Juvenile Probation
Municipal Court
OCC (Office of Citizen Complaints)
Police
Public Defender
Sheriff
Superior Court

NOEMI HINAJON

Animal Care & Control
County Clerk
Fire
Law Library
Parking & Traffic
Permit Appeals
Recreation & Park

TEAM 4 SUSAN HOCKEY - 557-4922

Board of Supervisors
Chief Administrative Officer
Civil Service Commission
Convention Facilities Mgmt.
Mayor's Office

LOPT FAX: 557-4926

LOPT COORDINATOR: Janice Fukuda
ASST. LOPT COORDINATOR: Susan Hockey

DEPARTMENTS AND DEPARTMENT COORDINATORS FOR LAYOFF PURPOSES

<u>DEPARTMENT</u>	<u>NAME OF LIAISON</u>	<u>TELEPHONE</u>	<u>FAX</u>
ACADEMY OF SCIENCES	Dolores Rogers	750-7212	750-7346
Cal Acad Science(GGP)			
ADULT PROBATION	Donna Marion	553-1689	553-1717
850 Bryant Rm 200			
AGRICULTURE/WEIGHTS & MEASURES	Evan Weeth	285-5010	285-8776
501 Army #109A			
AIRPORT	Vernon Nulph	761-0800X2187	876-2170
SF Airport Main Ter			
ANIMAL CARE AND CONTROL	Carl Friedman	554-9411	554-9424
1200 15th Street			
ART COMMISSION	Maya Rath	554-9671	621-3868
45 Hyde #319			
ASIAN ARTS MUSEUM	Valerie Pechenik	668-8921	668-8928
Asian Arts Museum(GGP)			
ASSESSOR	Lena Wong	554-5506	554-7151
City Hall Rm 101			
BOARD OF SUPERVISORS	John Taylor	554-7707	554-5163
City Hall Rm 235			
CHIEF ADMINISTRATIVE OFFICER	Joan Lubamersky	554-4859	554-4047
City Hall Rm 289			
CITY ATTORNEY	John Johnston	554-4286	554-7716
City Hall Rm 206			
CITY PLANNING	Donna Kishi	558-6414	558-6409
450 McAllister #604			
CIVIL SERVICE	Carol Sam	554-4747	554-4714
City Hall Rm 153			
COMMISSION ON THE AGING	David Ishida	864-6051	864-3991
25 Van Ness #650			
COMMISSION ON STATUS OF WOMEN	Sharon Johnson	252-2570	431-5764
1170 Market #600			
COMMUNITY COLLEGE DISTRICT	Gilbert Lopez	241-2252	241-2335/6
33 Gough			
CONTROLLER	John Burke	554-7578	554-7466
City Hall Rm 109H			
CONVENTION FACILITIES MGMT	Joan Lubamersky	554-4859	554-4047
City Hall Rm 289			
COUNTY CLERK	Jan Bixler	554-6985	554-6434
City Hall Rm 313			
DISTRICT ATTORNEY	Bridget Bane	553-1895	553-9054
850 Bryant Rm 325			
ELECTRICITY	Dan McFarland	550-2720	550-2705
901 Rankin			
FINE ARTS MUSEUMS	Debbie Albuquerque	750-3673	750-7692
DeYoung Museum (GGP)			
FIRE (uninformed)	Richard Seyler	861-8000X265	929-1058
260 Golden Gate #314			
FIRE (non-uniformed)	Ray Connors	86108000X307	929-1058
260 Golden Gate #204			
GOVERNMENTAL SERVICES	Joan Lubamersky	554-4859	554-4047
City Hall Rm 289			
RECORDER	Bruce Jamison	554-4174	554-4179
City Hall Rm 158			
REGISTRAR	Germaine Wong	554-4390	554-4047
City Hall Rm 167			
PUBLIC ADMINISTRATOR/GUARDIAN	Ricardo Hernandez	554-1164	554-1166
25 Van Ness #200			
HEALTH SERVICES	Randall Smith	554-1700	554-1721
1155 Market 3rd Flr			
HUMAN RIGHTS	Ed Lee	252-2500	431-5764
1170 Market 5th Flr			
JUVENILE PROBATION	Patricia Grice	753-7560	753-7557
375 Woodside #202			
LIBRARY	Kenneth Dowlin	557-4235	557-4252
45 Hyde			
MAYOR	Teresa Serata	554-6117	554-6160
City Hall Rm 200			
MEDICAL EXAMINER/CORONER	Roy Matson	553-1699	553-1650
850 Bryant - North Terrace			
MUNICIPAL COURT	Gordon Park-Li	554-4515	554-4508
City Hall Rm 301			
OFFICE OF CITIZENS' COMPLAINTS	Alfreda Davis-Porter	553-1407	553-1192
555 7th Street			

PARKING AND TRAFFIC	Alice Villagomez	554-9832	554-9834
25 Van Ness #410			
PERMIT APPEALS	Kathy Johnson	554-6720	(No Fax)
City Hall Rm 154A			
POLICE	Lt. Melinda Penge1	553-9152	553-1998
850 Bryant Rm 568			
PORT	Nancy Woo	274-0422	274-0583
Ferry Bldg Rm 3023			
PUBLIC DEFENDER	Sharon Christensen	863-4965	553-9810
555 7th Street			
PUBLIC HEALTH	Edward Gazzano	554-2580	554-2622
101 Grove Rm 212			
PUBLIC HEALTH - CENTRAL OFFICE	"	"	"
101 Grove Rm 212			
PUBLIC HEALTH - CMH	"	"	"
101 Grove Rm 212			
PUBLIC HEALTH - LH	"	"	"
101 Grove Rm 212			
PUBLIC HEALTH - SFGH	"	"	"
101 Grove Rm 212			

(CONTACT ANDREA GOURDINE ONLY IF KATHY OR KATE CANNOT BE REACHED)

PUBLIC UTILITIES	Kathy Murray	554-1631	554-1678
1155 Market 8th Flr			
PUC - HETCH HETCHY	Kathy Murray	"	"
1155 Market 8th Flr			
PUC - MUNICIPAL RAILWAY	Kate Favetti	"	"
1155 Market 8th Flr			
PUC - WATER	Kathy Murray	"	"
1155 Market 8th Flr			
PUC - LIGHT, HEAT AND POWER	Kathy Murray	"	"
1155 Market 8th Flr			
PUBLIC WORKS	Tammy Wong	554-6011	554-6025
1170 Market 7th Flr			
CLEAN WATER PROGRAM	Tammy Wong	554-6011	554-6025
1170 Market 7th Flr			
PURCHASER	Ara Minasian	554-6215	554-6717
City Hall Rm 270			
REAL ESTATE	Dan Kennedy	554-9857	552-9216
25 Van Ness Rm 400			
RECREATION AND PARKS	Marsha Ramirez	666-7060	668-3330
McLaren Lodge(GGP)			
RENT ARBITRATION BOARD	Joe Grubb	554-9558	554-9562
25 Van Ness Rm 320			
RETIREMENT	Jacqueline Pun	554-1584	552-7880
1155 Market 2nd Flr			
SHERIFF	Sgt. Fred Arquilla	554-7215	554-7050
City Hall Rm 333			
SOCIAL SERVICES	Mary Smith	557-5570	431-9270
170 Otis 5th Flr			
SUPERIOR COURT	Jan Bixler	554-6985	554-6434
City Hall Rm 313			
TREASURER/TAX COLLECTOR	Richard Sullivan	554-4469	554-7121
City Hall Rm 107			
UNIFIED SCHOOL DISTRICT	Kin Gee	241-6025	741-6482
135 Van Ness Rm 105			
WAR MEMORIAL	Shong Tay	621-6600	621-5091
401 Van Ness Rm 110			

**MEMORANDUM**

Date: May 22, 1992

To: Appointing Officers
Personnel Officers
Employee Organizations

From: Albert C. Walker,
General Manager, Personnel

SUBJECT: Authorization for Requisitions with Special Conditions Approved as Exceptions to the Order of Layoff

In general, layoffs are administered strictly by order of seniority within each class, as detailed in Civil Service Commission Rule 32 - Layoff and Involuntary Leave. Rule 32, however, does permit exceptions to the order of layoff (EOLs) for "persons appointed to positions requiring special qualifications or skills" as approved by the Civil Service Commission.

Over the past few years, requests for EOLs have been analyzed as they were requested by the departments with the Commission routinely reviewing EOLs at each of its meetings. These EOLs are now in place and reflected in the Departmental Seniority Roster. However, based on a recent review of the Departmental Seniority Rosters by each department, there have been a number of additional requests to amend Departmental Seniority Rosters to add or modify EOLs. These requests have been reviewed by staff and are scheduled to be considered by the Civil Service Commission at its meeting of June 15, 1992.

This attached report on Authorization for Exceptions to the Order of Layoff summarizes all requests for additions or modifications to EOLs recently made by departments and provides staff recommendations for approval or denial of such requests. In order that as many actions as possible may be considered by the Commission at one meeting, it is requested that all parties with an interest in these EOLs review the attached report as soon as possible.

If employee organization representatives wish to meet and confer with departmental officials regarding specific proposed additions or changes to existing requisitions, the organization must notify the relevant departments as soon as possible, but no later than close of business on Friday, June 5, 1992. Unless notified, the Civil Service Commission will proceed with its consideration of the staff's recommendations on Monday, June 15, 1992. Attached is a list of departmental liaisons for layoff purposes. Please contact the individual listed directly.

The departmental personnel officers or designated representatives must be prepared to meet and confer with union representatives on the impact of recommendations for EOLs and, if necessary, must also notify the Civil Service Commission staff immediately so that the individual requests may be severed from the report. Any severed items will be calendared at a future meeting of the Civil Service Commission, if finally recommended. If requests to meet and confer will delay consideration of the EOL request for the Civil Service Commission meeting of June 15, 1992, the departmental liaison must call Janice Fukuda, Coordinator, or Susan Hockey, Assistant Coordinator, of the Layoff Processing Team (LOPT) at 557-4941 and 557-4922, respectively, and indicate which requests will be affected no later than close of business, Monday, June 8, 1992.

Unless severed for future determination, Commission staff will make recommendations regarding approval and denial of requested EOLs for Civil Service Commission review on the June 15 regular calendar. Inspection of the supporting documents on items included in this report may be done at the Civil Service Commission Information Center, 44 Gough Street, First Floor Lobby, during the hours of 8:30 a.m. to 4:30 p.m. on May 28 and May 29 and June 1 through June 3, 1992.

Following Civil Service Commission action, copies of the reconciled Departmental Seniority Roster with all approved EOLs will be available for review by employees in each City and County department. Contact the departmental liaison to determine the availability and location of the Rosters.

In addition, the Citywide Seniority Roster and the Departmental Seniority Rosters for each department are now available for public inspection at the Civil Service Commission Information Center, First Floor Lobby, 44 Gough Street. These documents will be updated on a regular basis. Action taken by the Civil Service Commission on June 15 will not be reflected in the Rosters until late June.

Finally, it is important to note that an EOL insulates a position and not an employee. Once Citywide bumping commences, an approved EOL will guarantee that whoever occupies the position, whether the incumbent or a person bumping into the position, meets the Special Condition. It is Civil Service Commission policy not to honor any requests for EOLs once interdepartmental bumping occurs. Requests for any new EOLs will not be honored without the express approval of the General Manager, Personnel. All such requests will require submission of written documentation from the appointing officer to the General Manager, Personnel, justifying such a request. In extraordinary circumstances, approval may be tentatively granted by the General Manager, Personnel on a case-by-case basis and then forwarded to the Civil Service Commission for ratification. In all cases, departmental personnel must be prepared to notify employee organizations of the requested EOL and to meet and confer if requested by the employee group.

CIVIL SERVICE COMMISSION



Albert C. Walker
General Manager, Personnel

ACW/sfm

Attachments (2)

DEPARTMENTS AND DEPARTMENT COORDINATORS FOR LAYOFF PURPOSES

<u>DEPARTMENT</u>	<u>NAME OF LIAISON</u>	<u>TELEPHONE</u>	<u>FAX</u>
ACADEMY OF SCIENCES Cal Acad Science(GGP)	Dolores Rogers	750-7212	750-7346
ADULT PROBATION 850 Bryant Rm 200	Donna Marion	553-1689	553-1717
AGRICULTURE/WEIGHTS & MEASURES 501 Army #109A	Evan Weeth	285-5010	285-8776
AIRPORT SF Airport Main Ter	Vernon Nulph	761-0800X2187	876-2170
ANIMAL CARE AND CONTROL 1200 15th Street	Carl Friedman	554-9411	554-9424
ART COMMISSION 45 Hyde #319	Maya Rath	554-9671	621-3868
ASIAN ARTS MUSEUM Asian Arts Museum(GGP)	Valerie Pechenik	668-8921	668-8928
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BOARD OF SUPERVISORS City Hall Rm 235	John Taylor	554-7707	554-5163
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CITY ATTORNEY City Hall Rm 206	John Johnston	554-4286	554-7716
CITY PLANNING 450 McAllister #604	Donna Kishi	558-6414	558-6409
CIVIL SERVICE City Hall Rm 153	Carol Sam	554-4747	554-4714
COMMISSION ON THE AGING 25 Van Ness #650	David Ishida	864-6051	864-3991
COMMISSION ON STATUS OF WOMEN 1170 Market #600	Sharon Johnson	252-2570	431-5764
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HUMAN RIGHTS 1170 Market 5th Flr	Ed Lee	252-2500	431-5764
JUVENILE PROBATION 375 Woodside #202	Patricia Grice	753-7560	753-7557
LIBRARY 45 Hyde	Kenneth Dowlin	557-4235	557-4252
MAYOR City Hall Rm 200	Teresa Serata	554-6117	554-6160
MEDICAL EXAMINER/CORONER 850 Bryant - North Terrace	Roy Matson	553-1699	553-1650
MUNICIPAL COURT City Hall Rm 301	Gordon Park-Li	554-4515	554-4508
OFFICE OF CITIZENS' COMPLAINTS 555 7th Street	Alfreda Davis-Porter	553-1407	553-1192

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City Hall Rm 154A			
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850 Bryant Rm 568			
PORT	Nancy Woo	274-0422	274-0583
Ferry Bldg Rm 3023			
PUBLIC DEFENDER	Sharon Christensen	863-4965	553-9810
555 7th Street			
PUBLIC HEALTH	Edward Gazzano	554-2580	554-2622
101 Grove Rm 212			
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101 Grove Rm 212			
PUBLIC HEALTH - CMH	"	"	"
101 Grove Rm 212			
PUBLIC HEALTH - LH	"	"	"
101 Grove Rm 212			
PUBLIC HEALTH - SFGH	"	"	"
101 Grove Rm 212			
(CONTACT ANDREA GOURDINE <u>ONLY</u> IF KATHY OR KATE CANNOT BE REACHED)			
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PUC - HETCH HETCHY	Kathy Murray	"	"
1155 Market 8th Flr			
PUC - MUNICIPAL RAILWAY	Kate Favetti	"	"
1155 Market 8th Flr			
PUC - WATER	Kathy Murray	"	"
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PUC - LIGHT, HEAT AND POWER	Kathy Murray	"	"
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CLEAN WATER PROGRAM	Tammy Wong	554-6011	554-6025
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City Hall Rm 333			
SOCIAL SERVICES	Mary Smith	557-5570	431-9270
170 Otis 5th Flr			
SUPERIOR COURT	Jan Bixler	554-6985	554-6434
City Hall Rm 313			
TREASURER/TAX COLLECTOR	Richard Sullivan	554-4469	554-7121
City Hall Rm 107			
UNIFIED SCHOOL DISTRICT	Kin Gee	241-6025	741-6482
135 Van Ness Rm 105			
WAR MEMORIAL	Shong Tay	621-6600	621-5091
401 Van Ness Rm 110			

CIVIL SERVICE COMMISSION
STAFF REPORT - SUMMATION

1. Subject: REVIEW OF PERSONNEL REQUISITIONS WITH SPECIAL QUALIFICATIONS OR SKILLS AND AUTHORIZATION FOR EXCEPTION TO THE ORDER OF LAYOFF.
2. Source: Staff
3. Reason for Request: The Civil Service Commission must approve all Exceptions to the Order of Layoff.
4. Staff Analysis: It is anticipated that there may be layoffs due to the budget shortfall. These layoffs will be administered strictly by order of seniority within each classification, with the exception of those positions requiring special qualifications or skills. This report concerns staff approval or denial of requests made by departments for such special qualifications or skills.
5. Recommendation: ADOPT STAFF REPORT.
6. Notify: All Appointing Officers
Departmental Personnel Officers
Employee Organization Representatives

cc: Mr. Mickins
Ms. Donovan
Mr. Rios
Ms. Uyehara
Mr. Walker
Ms. Sam
Mr. Rothman
Mr. Wong
Ms. Hogan-Jackson
Ms. Lee
Ms. Fukuda

To: The Honorable Civil Service Commission

Through: Albert C. Walker, General Manager, Personnel

From: Staff

Subject: REVIEW OF PERSONNEL REQUISITIONS WITH SPECIAL QUALIFICATIONS OR SKILLS AND AUTHORIZATION FOR EXCEPTION TO THE ORDER OF LAYOFF.

RECOMMENDATION: ADOPT STAFF REPORT.

With an anticipated reduction in the work force, the layoff provisions of Civil Service Commission Rule 32 will govern the basic procedures to be followed. Rule 32 does permit an exception to the order of layoff (EOL) for "persons appointed to positions requiring special qualifications of skills" as approved by the Civil Service Commission. In order to administer this provision in an orderly and expeditious manner, all departments were requested to review the EOL rosters and to report any changes to the special qualifications or skills information shown on their rosters.

The special condition changes now being requested include: deletions wherever the special qualifications no longer apply; additions of previously-approved special qualifications which were not reflected on the roster; and new requests. This report summarizes all requests for action made by departments and staff recommendations for approval or denial of such requests.

The first section of the report includes staff recommendations for approval of requested special conditions. Staff's recommendation is based upon submission by the departments of evidence of the need for a special qualification or skill. Such evidence normally consists of one or more of the following:

- A. Provision of an examination announcement/eligible list.
- B. A special qualification or skill previously approved on a personnel requisition or requisition modification.
- C. A special qualification or skill previously authorized by letter from the Civil Service Commission staff.
- D. Submission of copies of historical documents indicating the prior existence of the special qualification or skill.
- E. Specific legal requirements requiring the special qualification or skill (such as licensing requirements).

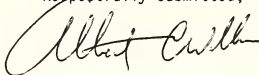
Exceptions to the Order of Layoff for which staff have determined that requested special conditions are not warranted and for which denial of the request is recommended are contained in the second section of the report. Staff have recommended denials where one or more of the following conditions exists and have coded such denials as follows:

- A. Not on a prior examination announcement/eligible list.
- B. No historical documentation submitted by department.
- C. Insufficient historical documentation submitted by department.
- D. It is reasonable to expect employees in this class to obtain this skill through on-the-job training.
- E. Other(specified).

To expedite the reconciliation of the EOL roster and any appeals of staff's recommendations, staff prepared and distributed copies of the report, and, by memorandum, invited appointing officers, personnel officers, and representatives of employee organizations to review all recommended actions; to inspect supporting documentation; and, where appropriate, to request to meet and confer on the impact of such recommendations.

Any requisitions for which meet and confer requests were received by staff within the specified time period have been severed from this report to be heard at a future meeting of the Civil Service Commission. It is therefore respectfully requested that the Civil Service Commission adopt this report and that all recommended actions be approved.

Respectfully submitted,

A handwritten signature in dark ink, appearing to read 'Albert C. Walker', written in a cursive style.

Albert C. Walker
General Manager, Personnel

ACW/JRF-SRH
01780

City and County of San Francisco - Civil Service Commission
 Personnel Requisitions : REQ 3.64
 Commission Report of Proposed Exceptions to the Order of Layoff
 Detail by Department, Class and Requisition Number

Generated May 21, 1992

at 9:15 AM

DEPT	Class	DEPT RQ	CSC RQ	Text following an ' ' is for administrative use only ! Special Conditions 1	Special Conditions 2
03					
03		CITY ATTORNEY			
03	1630	ACCOUNT CLERK.....			
03	1630	P334	800734/000		
06		SHERIFF			
06	8304	DEPUTY SHERIFF.....			
06	8304	P1269	304236/000		
06	8304	P2213	105787/000		
06	8308	SHERIFF'S SERGEANT.....			
06	8308	P1995	802912/000		
06	8308	P1996	802913/000		
06	8308	P1997	802914/000		
06	8308	T10047	103626/001		
06	8310	SHERIFF'S LIEUTENANT.....			
06	8310	P1993	802910/000		
06	8310	P1994	802911/000		
06	8419	PRISONER SERVICES COUNSELOR.....			
06	8419	T30065	303030/001		
06	8419	T30066	303029/001		
06	8419	T30068	303027/001		
06	8419	T30073	303022/001		
06	8419	T30077	303035/001		
06	8419	T30108	306990/001		
06	8419	T30144	309335/001		
07		COUNTY EDUCATION OFFICE			
07	2586	HEALTH WORKER II.....			
07	2586	T10176	106853/001	BILINGUAL REQ'MNT-VIETNAMESE	PART TIME
07	2708	CUSTODIAN.....			
07	2708	P0589	701903/000	SHIFT: POS NIGHT/WKEND/HOL	
07	2708	P0591	701905/000	SHIFT: POS NIGHT/WKEND/HOL	
07	2708	P0599	702337/000	SHIFT: POS NIGHT/WKEND/HOL	
07	2708	P0649	803406/000	SHIFT: POS NIGHT/WKEND/HOL	
07	2708	P0651	803408/000	SHIFT: POS NIGHT/WKEND/HOL	
07	2708	P0666	804143/000	SHIFT: POS NIGHT/WKEND/HOL	
07	2708	P0677	804291/000	SHIFT: POS NIGHT/WKEND/HOL	
07	2708	P0678	804290/000	SHIFT: POS NIGHT/WKEND/HOL	
07	2708	P0679	804292/000	SHIFT: POS NIGHT/WKEND/HOL	
07	2708	P0709	805558/000	SHIFT: POS NIGHT/WKEND/HOL	ROTATING SHIFT
07	2708	P0808	904616/000	SHIFT: POS NITE/WKND/HOLIDAY	
07	2708	P0813	906664/000	SHIFT: POS NITE/WKND/HOL	
07	2708	P0814	906665/000	SHIFT: POS NITE/WKND/HOL	
07	2708	P0817	000930/000	SHIFT: POS NITE/WKND/HOL	
07	2708	P0818	000929/000	SHIFT: POS NITE/WKND/HOL	
07	2708	P0819	000928/000	SHIFT: POS NITE/WKND/HOL	
07	2708	P0820	000927/000	SHIFT: POS NITE/WKND/HOL	
07	2708	P0821	000926/000	SHIFT: POS NITE/WKND/HOL	
07	2708	P0822	000925/000	SHIFT: POS NITE/WKND/HOL	
07	2708	P0823	000924/000	SHIFT: POS NITE/WKND/HOL	

				Text following an '*' is for administrative use only !	
DEPT	Class	DEPT RQ	CSC RQ	Special Conditions 1	Special Conditions 2
07	2708	P0824	000923/000	SHIFT: POS NITE/WKND/HOL	
07	2708	P0825	000922/000	SHIFT: POS NITE/WKND/HOL	
07	2708	P0826	000921/000	SHIFT: POS NITE/WKND/HOL	
07	2708	P0830	001018/000	SHIFT: POS NITE/WKND/HOL	
07	2708	P0831	001017/000	SHIFT: POS NITE/WKND/HOL	
07	2708	P0832	001016/000	SHIFT: POS NITE/WKND/HOL	
07	2708	P0836	001195/000	SHIFT: POS NITE/WKND/HOL	
07	2708	P0837	001194/000	SHIFT: POS NITE/WKND/HOL	
07	2708	P0992	103271/000	SHIFT: POS NITE/WKND/HOL	*FOR REAPPT: FISHER, PAULINE
07	2708	P0993	103270/000	SHIFT: POS NITE/WKND/HOL	*FOR REAPPT: FORD, KENNETH S
07	2708	P9938	702953/000	SHIFT: POS NIGH/WKEND/HOL	
07	2708	T10143	104001/001	SHIFT: POS NIGHT/WKEND/HOL	
07	2708	T10143	104001/002	SHIFT: POS NIGHT/WKEND/HOL	
07	2708	T10143	104001/003	SHIFT: POS NIGHT/WKEND/HOL	
07	2708	T10143	104001/004	SHIFT: POS NIGHT/WKEND/HOL	
07	2708	T10143	104001/005	SHIFT: POS NIGHT/WKEND/HOL	
07	2708	T10143	104001/006	SHIFT: POS NIGHT/WKEND/HOL	
07	2708	T10143	104001/007	SHIFT: POS NIGHT/WKEND/HOL	
07	2708	T10143	104001/008	SHIFT: POS NIGHT/WKEND/HOL	
07	2708	T10143	104001/009	SHIFT: POS NIGHT/WKEND/HOL	
07	2708	T10143	104001/010	SHIFT: POS NIGHT/WKEND/HOL	
07	2708	T10143	104001/011	SHIFT: POS NIGHT/WKEND/HOL	
07	2708	T10143	104001/012	SHIFT: POS NIGHT/WKEND/HOL	
07	2708	T10143	104001/013	SHIFT: POS NIGHT/WKEND/HOL	
07	2708	T10143	104001/014	SHIFT: POS NIGHT/WKEND/HOL	
07	2708	T10143	104001/015	SHIFT: POS NIGHT/WKEND/HOL	
07	2708	T10143	104001/016	SHIFT: POS NIGHT/WKEND/HOL	
07	2708	T10143	104001/017	SHIFT: POS NIGHT/WKEND/HOL	
07	2708	T10143	104001/018	SHIFT: POS NIGHT/WKEND/HOL	
07	2708	T10143	104001/019	SHIFT: POS NIGHT/WKEND/HOL	
07	2708	T10143	104001/020	SHIFT: POS NIGHT/WKEND/HOL	
07	2708	T50101	504392/001	SHIFT: POS NIGHT/WKEND/HOL	
07	2708	T70031	701329/001	SHIFT: POS NIGHT/WKEND/HOL	LICENSE: CA DRIVER
07	2708	T70032	701330/001	SHIFT: POS NIGHT/WKEND/HOL	LICENSE" CA DRIVER
07	2708	T70033	701331/001	SHIFT: POS NIGHT/WKEND/HOL	PROVIDE CAR LICENSE: CA DRIVER
07	2708	T70034	701332/001	SHIFT: POS NIGHT/WKEND/HOL	PROVIDE CAR LICENSE: CA DRIVER
07	2708	T70035	701333/001	SHIFT: POS NIGHT/WKEND/HOL	PROVIDE CAR LICENSE: CA DRIVER
07	2708	T70036	701334/001	SHIFT: POS NIGHT/WKEND/HOL	PROVIDE CAR LICENSE: CA DRIVER
07	2708	T70064	701957/001	SHIFT: POS NIGHT/WKEND/HOL	
07	2708	T80050	803421/001	SHIFT: POS NIGHT/WKEND/HOL	
07	2708	T80051	803422/001	SHIFT: POS NIGHT/WKEND/HOL	
07	2708	T90006	900211/001	SHIFT: POS NIGHT/WKEND/HOL	TEMPORARY AS NEEDED
07	2708	T90006	900211/002	SHIFT: POS NIGHT/WKEND/HOL	TEMPORARY AS NEEDED
07	2708	T90006	900211/003	SHIFT: POS NIGHT/WKEND/HOL	TEMPORARY AS NEEDED
07	2708	T90006	900211/004	SHIFT: POS NIGHT/WKEND/HOL	TEMPORARY AS NEEDED
07	2708	T90006	900211/005	SHIFT: POS NIGHT/WKEND/HOL	TEMPORARY AS NEEDED
07	2708	T90006	900211/006	SHIFT: POS NIGHT/WKEND/HOL	TEMPORARY AS NEEDED
07	2708	T90006	900211/007	SHIFT: POS NIGHT/WKEND/HOL	TEMPORARY AS NEEDED
07	2708	T90006	900211/008	SHIFT: POS NIGHT/WKEND/HOL	TEMPORARY AS NEEDED
07	2708	T90006	900211/009	SHIFT: POS NIGHT/WKEND/HOL	TEMPORARY AS NEEDED
07	2708	T90006	900211/011	SHIFT: POS NIGHT/WKEND/HOL	TEMPORARY AS NEEDED
07	2708	T90006	900211/012	SHIFT: POS NIGHT/WKEND/HOL	TEMPORARY AS NEEDED
07	2708	T90006	900211/013	SHIFT: POS NIGHT/WKEND/HOL	TEMPORARY AS NEEDED
07	2708	T90006	900211/014	SHIFT: POS NIGHT/WKEND/HOL	TEMPORARY AS NEEDED
07	2708	T90006	900211/015	SHIFT: POS NIGHT/WKEND/HOL	TEMPORARY AS NEEDED
07	2708	T90006	900211/016	SHIFT: POS NIGHT/WKEND/HOL	TEMPORARY AS NEEDED
07	2708	T90006	900211/017	SHIFT: POS NIGHT/WKEND/HOL	TEMPORARY AS NEEDED
07	2708	T90006	900211/018	SHIFT: POS NIGHT/WKEND/HOL	TEMPORARY AS NEEDED
07	2708	T90006	900211/019	SHIFT: POS NIGHT/WKEND/HOL	TEMPORARY AS NEEDED
07	2708	T90006	900211/020	SHIFT: POS NIGHT/WKEND/HOL	TEMPORARY AS NEEDED
07	3593	INSTRUCTIONAL AIDE I.....			
07	3593	E5584	106897/000	PART TIME	
07	3594	INSTRUCTIONAL AIDE II.....			
07	3594	F10071	106681/001	PART TIME	
07	3594	F10071	106681/002	PART TIME	
07	3594	F10071	106681/003	PART TIME	
07	3594	F10071	106681/004	PART TIME	

				Text following an '*' is for administrative use only !	
DEPT	Class	DEPT RQ	CSC RQ	Special Conditions 1	Special Conditions 2
07	3594	F10071	106681/005	PART TIME	
07	3594	F10071	106681/006	PART TIME	
07	3594	F10071	106681/007	PART TIME	
07	3594	F10071	106681/008	PART TIME	
07	3594	F10071	106681/009	PART TIME	
07	3594	F10071	106681/010	PART TIME	
07	3594	F10071	106681/011	PART TIME	
07	3594	F10071	106681/012	PART TIME	
07	3594	F10071	106681/013	PART TIME	
07	3594	F10071	106681/014	PART TIME	
07	3594	F10071	106681/015	PART TIME	
07	3594	F10071	106681/016	PART TIME	
07	3594	F10071	106681/017	PART TIME	
07	3594	F10071	106681/018	PART TIME	
07	3594	F10071	106681/019	PART TIME	
07	3594	F10071	106681/020	PART TIME	
07	3594	F10071	106681/021	PART TIME	
07	3594	F10071	106681/022	PART TIME	
07	3594	F10071	106681/023	PART TIME	
07	3594	F10071	106681/024	PART TIME	
07	3594	F10071	106681/025	PART TIME	
07	3594	F10071	106681/026	PART TIME	
07	3594	F10071	106681/027	PART TIME	
07	3594	F10071	106681/028	PART TIME	
07	3594	F10071	106681/029	PART TIME	
07	3594	F10071	106681/030	PART TIME	
07	3594	F10072	106680/001	VARIOUS AS NEEDED CHILDREN'S	CENTERS POSITION
07	3594	F10072	106680/002	VARIOUS AS NEEDED CHILDREN'S	CENTERS POSITION
07	3594	F10072	106680/003	VARIOUS AS NEEDED CHILDREN'S	CENTERS POSITION
07	3594	F10072	106680/004	VARIOUS AS NEEDED CHILDREN'S	CENTERS POSITION
07	3594	F10072	106680/005	VARIOUS AS NEEDED CHILDREN'S	CENTERS POSITION
07	3594	F10072	106680/006	VARIOUS AS NEEDED CHILDREN'S	CENTERS POSITION
07	3594	F10072	106680/007	VARIOUS AS NEEDED CHILDREN'S	CENTERS POSITION
07	3594	F10072	106680/008	VARIOUS AS NEEDED CHILDREN'S	CENTERS POSITION
07	3594	F10072	106680/009	VARIOUS AS NEEDED CHILDREN'S	CENTERS POSITION
07	3594	F10072	106680/010	VARIOUS AS NEEDED CHILDREN'S	CENTERS POSITION
07	3594	F10072	106680/011	VARIOUS AS NEEDED CHILDREN'S	CENTERS POSITION
07	3594	F10072	106680/012	VARIOUS AS NEEDED CHILDREN'S	CENTERS POSITION
07	3594	F10072	106680/013	VARIOUS AS NEEDED CHILDREN'S	CENTERS POSITION
07	3594	F10072	106680/014	VARIOUS AS NEEDED CHILDREN'S	CENTERS POSITION
07	3594	F10072	106680/015	VARIOUS AS NEEDED CHILDREN'S	CENTERS POSITION
07	3594	F10072	106680/016	VARIOUS AS NEEDED CHILDREN'S	CENTERS POSITION
07	3594	F10072	106680/017	VARIOUS AS NEEDED CHILDREN'S	CENTERS POSITION
07	3594	F10072	106680/018	VARIOUS AS NEEDED CHILDREN'S	CENTERS POSITION
07	3594	F10072	106680/019	VARIOUS AS NEEDED CHILDREN'S	CENTERS POSITION
07	3594	F10072	106680/020	VARIOUS AS NEEDED CHILDREN'S	CENTERS POSITION
07	3594	F10072	106680/021	VARIOUS AS NEEDED CHILDREN'S	CENTERS POSITION
07	3594	F10072	106680/022	VARIOUS AS NEEDED CHILDREN'S	CENTERS POSITION
07	3594	F10072	106680/023	VARIOUS AS NEEDED CHILDREN'S	CENTERS POSITION
07	3594	F10072	106680/024	VARIOUS AS NEEDED CHILDREN'S	CENTERS POSITION
07	3594	F10072	106680/025	VARIOUS AS NEEDED CHILDREN'S	CENTERS POSITION
07	3594	F10072	106680/026	VARIOUS AS NEEDED CHILDREN'S	CENTERS POSITION
07	3594	F10072	106680/027	VARIOUS AS NEEDED CHILDREN'S	CENTERS POSITION
07	3594	F10072	106680/028	VARIOUS AS NEEDED CHILDREN'S	CENTERS POSITION
07	3594	F10072	106680/029	VARIOUS AS NEEDED CHILDREN'S	CENTERS POSITION
07	3594	F10072	106680/030	VARIOUS AS NEEDED CHILDREN'S	CENTERS POSITION
07	3596	SCHOOL SECURITY AIDE.....			
07	3596	F10073	106684/001	VAR. FEDERAL/STATE PART TIME	POSITIONS
07	3596	F10073	106684/002	VAR. FEDERAL/STATE PART TIME	POSITIONS
07	3596	F10073	106684/003	VAR. FEDERAL/STATE PART TIME	POSITIONS
07	3596	F10073	106684/004	VAR. FEDERAL/STATE PART TIME	POSITIONS
07	3596	F10073	106684/005	VAR. FEDERAL/STATE PART TIME	POSITIONS
07	9976	COMMUNITY RELATIONS SPECIALIST SFUSD....			
07	9976	E5541	106639/000	PART TIME SCHOOL TERM	
07	9976	E5542	106638/000	PART TIME SCHOOL TERM	
07	9976	E5543	106637/000	PART TIME SCHOOL TERM	
07	9976	E5544	106636/000	PART TIME SCHOOL TERM	

DEPT	Class	DEPT RQ	CSC RQ	Text following an '*' is for administrative use only ! Special Conditions 1	Special Conditions 2	
07	9976	E5545	106635/000	PART TIME SCHOOL TERM		
07	9976	F10075	106686/001	VAR. PART TIME POSITIONS		
07	9976	F10075	106686/002	VAR. PART TIME POSITIONS		
07	9976	F10075	106686/003	VAR. PART TIME POSITIONS		
07	9976	F10075	106686/004	VAR. PART TIME POSITIONS		
07	9976	F10075	106686/005	VAR. PART TIME POSITIONS		
07	9976	F10075	106686/006	VAR. PART TIME POSITIONS		
07	9976	F10075	106686/007	VAR. PART TIME POSITIONS		
07	9976	F10075	106686/008	VAR. PART TIME POSITIONS		
07	9976	F10075	106686/009	VAR. PART TIME POSITIONS		
07	9976	F10075	106686/010	VAR. PART TIME POSITIONS		
07	9976	F10075	106686/011	VAR. PART TIME POSITIONS		
07	9976	F10075	106686/012	VAR. PART TIME POSITIONS		
07	9976	F10075	106686/013	VAR. PART TIME POSITIONS		
07	9976	F10075	106686/014	VAR. PART TIME POSITIONS		
07	9976	F10075	106686/015	VAR. PART TIME POSITIONS		
07	9976	F10075	106686/016	VAR. PART TIME POSITIONS		
07	9976	F10075	106686/017	VAR. PART TIME POSITIONS		
07	9976	F10075	106686/018	VAR. PART TIME POSITIONS		
07	9976	F10075	106686/019	VAR. PART TIME POSITIONS		
07	9976	F10075	106686/020	VAR. PART TIME POSITIONS		
07	9976	F10075	106686/021	VAR. PART TIME POSITIONS		
07	9976	F10075	106686/022	VAR. PART TIME POSITIONS		
07	9976	F10075	106686/023	VAR. PART TIME POSITIONS		
07	9976	F10075	106686/024	VAR. PART TIME POSITIONS		
07	9976	F10075	106686/025	VAR. PART TIME POSITIONS		
09 CONTROLLER						
09 1220 PAYROLL CLERK.....						
09	1220	P1458	403151/000	SHIFT: POS NIGHT/WKEND/HOLIDAY	HVY. LFT: 35 LBS	
09	1220	P1475	405676/000	SHIFT: POS NIGHT/WKEND/HOLIDAY	HVY. LFT: 35 LBS	
09	1220	P1476	500798/000	SHIFT: POS NIGHT/WKEND/HOLIDAY	HVY. LFT: 35 LBS	
09	1220	T00002	000195/001	HEAVY LIFTING: 35 LBS.	SHIFT: POS NIGHT/WKEND/HOLIDAY	
09	1220	T00028	002258/001	SHIFT: POS NIGHT/WKEND/HOLIDAY	HVY. LFT: 35 LBS	
09	1220	T10014	103426/001	POS NIGHT/WKD/HOLIDAY;	HVY. LFT: 35 LBS	
09	1220	T50084	503382/001	SHIFT: POS NIGHT/WKEND/HOLIDAY	HVY. LFT: 35 LBS	
09	1220	T60016	601524/001	SHIFT: POS NIGHT/WKEND/HOLIDAY	LVY. LFT: 35 LBS	
09	1222	SENIOR PAYROLL AND PERSONNEL CLERK.....				
09	1222	T00020	001953/001	SHIFT: POS NIGHT/WKND/HOLIDAY		
09	1226	CHIEF PAYROLL AND PERSONNEL CLERK.....				
09	1226	T10015	104245/001	SHIFT: POS NIGHT/WKND/HOLIDAY		
09	1402	JUNIOR CLERK.....				
09	1402	TX01006	000019/001	SHIFT: POS NIGHT/WKND/HOLIDAY;	HVY LFT: 35 LB.*PCS RES:G.LEWIS	
09	1404	CLERK.....				
09	1404	P1358	300092/000	HVY. LFT: 35 LBS		
09	1404	T50021	500139/001	SHIFT: POS NIGHT/WKEND/HOLIDAY	HVY LFT: 35 LBS	
09	1404	T50024	500142/001	SHIFT: POS NIGHT/WKEND/HOLIDAY	HVY LFT: 35 LBS	
09	1426	SENIOR CLERK TYPIST.....				
09	1426	F547	504737/000			
09	1652	SENIOR ACCOUNTANT.....				
09	1652	P1835	702075/000			
09	1853	CONTROL CLERK, EDP.....				
09	1853	P1410	306640/000	SHFT: POS NITE/WKND/HOLIDAY;	HVY LFT: 35 LBS	
09	1853	P1431	400458/000	SHIFT: POS NIGHT/WKEND/HOLIDAY	ROTATING; HVY LFT: 35 LBS	
09	1853	T10004	101845/001	SHFT: POS NITE/WKD/HOLIDAY; HVY	LFT: 35 LBS.*PCS REAS:F. JOHNSON	
09	1853	T10009	102884/001	ROTAT; POS NITE/WKND/HOLID; HVY	LFT: 35 LBS.*PCS REAS:A MILES	
09	1860	COMPUTER OPERATIONS SUPPORT SUPERVISOR..				
09	1860	P1897	803202/000	SHFT: POS NITE/WKD/HOLIDAY;	HVY LFT: 35 LBS	

DEPT	Class	DEPT RQ	CSC RQ	Text following an '*' is for administrative use only !	
				Special Conditions 1	Special Conditions 2
09	1872	PROGRAMMER ANALYST.....			
09	1872	P2011	002720/000		
12	JUVENILE PROBATION DEPARTMENT				
12	1426	SENIOR CLERK TYPIST.....			
12	1426	P1100	200193/000		
12	1430	TRANSCRIBER TYPIST.....			
12	1430	P1075	305692/000		
12	2654	COOK.....			
12	2654	P1079	305913/000	LOCATION: LA HONDA	
12	2654	T40003	400383/002	AS NEEDED	LOCATION: LA HONDA
12	8321	COUNSELOR-BOYS' RANCH SCHOOL.....			
12	8321	P1089	307210/000	LOCATION: LA HONDA	
12	8321	P1090	307208/000	LOCATION: LA HONDA	
12	8321	P926	213235/000	LOCATION: LA HONDA	
12	8440	PROBATION OFFICER.....			
12	8440	P1580	105501/000		
13	ADULT PROBATION				
13	8440	PROBATION OFFICER.....			
13	8440	P650	804314/000	LANG: SPANISH	
13	8440	P705	000209/000	*PCS REAS:GARCIA, ARMANDO	LANG: SPANISH
14	SF COMMUNITY COLLEGE DISTRICT				
14	1227	TESTING TECHNICIAN.....			
14	1227	T10058	104438/001	*RA: LT M GONZALES	LANG: SPANISH
14	1404	CLERK.....			
14	1404	P1330	700502/000		
14	1404	T10093	105771/001	LANG: SPANISH	
14	1424	CLERK TYPIST.....			
14	1424	P1326	700193/000		
14	1424	P1575	106899/000	LANGUAGE: CANTONESE	*RA: CP, S CHAN
15	COUNTY CLERK				
15	8106	LEGAL PROCESS CLERK.....			
15	8106	P731	001315/000		
15	8106	P736	002924/000		
27	AIRPORT				
27	1446	SECRETARY II.....			
27	1446	T90090	905072/004	AS NEEDED	
27	1874	SENIOR PROGRAMMER ANALYST.....			
27	1874	P2555	002117/000	*PCS REAS: SEK, DANIEL	LANGUAGE: COBOL
27	2716	CUSTODIAL ASSISTANT SUPERVISOR.....			
27	2716	P2792	106821/000	SHIFT: POS NIGHT/WKEND/HOLIDAY	

DEPT	Class	DEPT RQ	CSC RQ	Text following an '*' is for administrative use only ! Special Conditions 1	Special Conditions 2
27	7355	TRUCK DRIVER.....			
27	7355	P2007	503665/000	CLASS I CDL	
27	7372	STATIONARY ENGINEER, SEWAGE PLANT.....			
27	7372	P1968	502690/000	CERT: WW GRADE I	
27	9212	AIRFIELD SAFETY OFFICER.....			
27	9212	T10091	106550/001	SHIFT: POS NIGHT/WKEND/HOLIDAY	
27	9212	T10092	106549/001	SHIFT: POS NIGHT/WKEND/HOLIDAY	
27	9212	T10093	106548/001	SHIFT: POS NIGHT/WKEND/HOLIDAY	
29	CITY PLANNING				
29	1811	MANAGEMENT INFO SYSTEMS SPECIALIST I....			
29	1811	T10030	104883/001		
29	1811	T10031	105032/001		
30	CIVIL SERVICE				
30	1244	SENIOR PERSONNEL ANALYST.....			
30	1244	P848	805257/000	ADMINISTRATION SPECCLTY REQ'D	*PCS TRANSF: KATE FAVETTI
30	1244	T20020	100189/001	CLASSIFICATION/COMPENSATION	SPECCLTY REQ'D;PT: 20HRS/WEEK
30	1404	CLERK.....			
30	1404	P861	905899/000	LIC: CDL;HEAVY LIFTING REQ'D	*RA: CP, A DANNER
30	1404	T30052	305037/001	LIC: CDL;HEAVY LIFTING REQ'D	
31	FIRE DEPARTMENT				
31	H 2	FIREFIGHTER.....			
31	H 2	P7043	106671/000	FIRE DEPT SCHEDULE	
31	H 2	P7044	106670/000	FIRE DEPT SCHEDULE	
31	H 2	P7045	106669/000	FIRE DEPT SCHEDULE	
31	H 2	P7046	106668/000	FIRE DEPT SCHEDULE	
31	H 2	P7047	106667/000	FIRE DEPT SCHEDULE	
31	H 2	P7048	106666/000	FIRE DEPT SCHEDULE	
31	H 2	P7049	106665/000	FIRE DEPT SCHEDULE	
31	H 2	P7050	106664/000	FIRE DEPT SCHEDULE	
31	H 2	P7051	106663/000	FIRE DEPT SCHEDULE	
31	H 2	P7052	106662/000	FIRE DEPT SCHEDULE	
31	H 2	P7053	106661/000	FIRE DEPT SCHEDULE	
31	H 2	P7054	106660/000	FIRE DEPT SCHEDULE	
31	H 2	P7055	106659/000	FIRE DEPT SCHEDULE	
31	H 2	P7056	106658/000	FIRE DEPT SCHEDULE	
31	H 2	P7057	106657/000	FIRE DEPT SCHEDULE	
31	H 2	P7058	106656/000	FIRE DEPT SCHEDULE	
31	H 2	P7059	106655/000	FIRE DEPT SCHEDULE	
31	H 2	P7060	106654/000	FIRE DEPT SCHEDULE	
31	H 2	P7061	106653/000	FIRE DEPT SCHEDULE	
31	H 2	P7062	106652/000	FIRE DEPT SCHEDULE	
31	H 2	P7063	106651/000	FIRE DEPT SCHEDULE	
31	H 2	P7064	106650/000	FIRE DEPT SCHEDULE	
31	H 2	P7065	106649/000	FIRE DEPT SCHEDULE	
31	H 2	P7066	106648/000	FIRE DEPT SCHEDULE	
31	H 2	P7067	106647/000	FIRE DEPT SCHEDULE	
31	H 2	P7076	106706/000	FIRE DEPT SCHEDULE	
31	H 30	CAPTAIN (FIRE DEPARTMENT).....			
31	H 30	P7075	106646/000	FIRE DEPARTMENT SCHEDULE	

DEPT	Class	DEPT RQ	CSC RQ	Text following an '*' is for administrative use only ! Special Conditions 1	Special Conditions 2
32		HETCH	HETCHY PROJECT		
32	2654		COOK.....		
32	2654	P1382	702917/000		
32	7126		MECHANICAL SHOP AND EQUIPMENT SUPT.....		
32	7126	P3082	106752/000	LOCATION: MOCCASIN	
35			MUNICIPAL RAILWAY		
35	1771		MEDIA PRODUCTION SPECIALIST.....		
35	1771	T12201	106542/001	AS NEEDED;SHIFT:ROTATING	
35	1842		MANAGEMENT ASSISTANT.....		
35	1842	TX72147	702547/000		
35	7228		AUTOMOTIVE TRANSIT SHOP SUPERVISOR I....		
35	7228	P2190	903624/000		
35	7381		AUTOMOTIVE MECHANIC.....		
35	7381	T12039	102940/001	ROTATING SHIFT	
35	7381	T12040	102941/001	ROTATING SHIFT	
35	7381	T12041	102942/001	ROTATING SHIFT	
35	7381	T12042	102943/001	ROTATING SHIFT	
35	7382		AUTOMOTIVE MECHANIC ASSISTANT SUPERVISOR		
35	7382	P2357	905584/000		
35	7410		AUTOMOTIVE SERVICE WORKER.....		
35	7410	P2756	102422/000		
35	7514		GENERAL LABORER.....		
35	7514	P1135	700314/000		
35	7514	P2584	003302/000		
35	7540		TRACK MAINTENANCE WORKER.....		
35	7540	P2258	904393/000	*PCS REAS:JONES,B.	
35	7540	P2587	003039/000		
35	7540	P2621	003683/000	REQ:CDL	
35	7540	P2796	102957/000		
35	9102		TRANSIT CAR CLEANER.....		
35	9102	P1466	800796/000		
35	9102	P1793	804062/000		
35	9102	P1795	804061/000		
35	9102	P1836	804548/000		
35	9102	P1837	804549/000		
35	9102	P1841	804553/000		
35	9102	P1849	804615/000		
35	9102	P1853	804618/000		
35	9102	P1959	900230/000		
35	9102	P2010	900885/000		
35	9102	P2341	905462/000		
35	9102	P2348	905486/000		
35	9102	P2724	102507/000	CDL, CLASS II W/IN 30DAYS	
35	9102	TX12035	102412/001		
35	9163		TRANSIT OPERATOR.....		
35	9163	P3072	106813/000	SHIFT: ROTATING	
35	9163	P3073	106812/000	SHIFT: ROTATING	
35	9163	P3074	106811/000	SHIFT: ROTATING	
35	9163	P3075	106810/000	SHIFT: ROTATING	
35	9163	P3076	106809/000	SHIFT: ROTATING	
35	9163	P3077	106808/000	SHIFT: ROTATING	
35	9163	P3078	106807/000	SHIFT: ROTATING	
35	9163	P3079	106806/000	SHIFT: ROTATING	

DEPT	Class	DEPT RQ	CSC RQ	Text following an '*' is for administrative use only ! Special Conditions 1	Special Conditions 2
35	9163	P3080	106805/000	SHIFT: ROTATING	
35	9163	P3081	106804/000	SHIFT: ROTATING	
35	9910	PUBLIC SERVICE	TRAINEE.....		
35	9910	T12203	106788/001	SHIFT:ROTATING;PART TIME	
36	PARKING & TRAFFIC COMMISSION				
36	1242	PERSONNEL ANALYST.....			
36	1242	TX00007	000192/001		
36	8214	PARKING CONTROL OFFICER.....			
36	8214	TX00025	002783/001	SHIFT: POS NIGHT/WKEND/HOLIDAY	HVY LFT: 40 LBS
36	8214	TX00028	002786/001	SHIFT: POS NIGHT/WKEND/HOLIDAY	HVY LFT: 40 LBS
36	8214	TX00030	002788/001	SHIFT: POS NIGHT/WKEND/HOLIDAY	HVY LFT: 40 LBS
36	8214	TX00031	002789/001	SHIFT: POS NIGHT/WKEND/HOLIDAY	HVY LFT: 40 LBS
36	8214	TX00032	002790/001	SHIFT: POS NIGHT/WKEND/HOLIDAY	HVY LFT: 40 LBS
36	8214	TX00033	002791/001	SHIFT: POS NIGHT/WKEND/HOLIDAY	HVY LFT: 40 LBS
37	PERMITS APPEALS				
37	1426	SENIOR CLERK TYPIST.....			
37	1426	P14	902020/000	MUST WORK WEDNESDAY NITE	*PCS REAS:OREOETHA PERKINS
38	POLICE COMMISSION				
38	1424	CLERK TYPIST.....			
38	1424	P9107	106902/000	XW:REQ'D SHIFT:NITE & SCHED	WHICH IS EXCEPT TO NORMAL WEEK
38	1424	P9155	106900/000	SHIFT: POS NIGHT/WKEND/HOLIDAY	SHIFT:ROTATING
38	8238	POLICE COMMUNICATIONS DISPATCHER.....			
38	8238	P8156	601406/000		
39	PORT				
39	1242	PERSONNEL ANALYST.....			
39	1242	TX10000	101900/001		
39	1244	SENIOR PERSONNEL ANALYST.....			
39	1244	P1213	104628/000		
39	1426	SENIOR CLERK TYPIST.....			
39	1426	P1157	900901/000		
39	1444	SECRETARY I.....			
39	1444	P1193	906632/000		
39	1650	ACCOUNTANT.....			
39	1650	P1062	600788/000		
39	1650	P1188	904738/000		
39	1675	SUPERVISING FISCAL OFFICER.....			
39	1675	T10015	102367/001	*LT REAS: BENJAMIN KUTNICK	
39	1840	JUNIOR MANAGEMENT ASSISTANT.....			
39	1840	P1153	805494/000		
39	1842	MANAGEMENT ASSISTANT.....			
39	1842	P1178	903512/000		
39	1842	P1184	904016/000		

DEPT	Class	DEPT RQ	CSC RQ	Text following an '**' is for administrative use only ! Special Conditions 1 Special Conditions 2	
39	1844	SENIOR MANAGEMENT ASSISTANT.....			
39	1844	P1203	002391/000		
39	1844	T10022	102563/001		
39	1844	T10023	102561/001		
39	1874	SENIOR PROGRAMMER ANALYST.....			
39	1874	T10033	106803/001	3YRS VERIFIED EXP:ORACLE RDBMS	
39	1874	T90021	905740/001		
39	7514	GENERAL LABORER.....			
39	7514	P1230	106802/000	MAINTAIN DRIVER INSURABILITY	POS NITE/WEEKEND/HOLIDAY;OT
39	9330	PILE WORKER.....			
39	9330	P1156	900308/000		
39	9342	ORNAMENTAL IRON WORKER SUPERVISOR I.....			
39	9342	TX10035	106846/001	MAINT/ ELIGIBILITY FOR PORT	AUTO INSURANCE;*RA: CP, D LEHR
40	PUBLIC UTILITIES COMMISSION				
40	1424	CLERK TYPIST.....			
40	1424	P0775	601699/000		
41	PUBLIC LIBRARY				
41	1270	DEPARTMENTAL PERSONNEL OFFICER.....			
41	1270	P2436	105422/000	*PCS TRF: D BUCHBINDER	
41	2708	CUSTODIAN.....			
41	2708	P2310	801658/000	*PCS REAS: CURRY, MARLENE	6AM TO 9PM ANY DAY OF THE WEEK
41	3616	LIBRARY TECHNICAL ASSISTANT I.....			
41	3616	P2405	002394/000	*PCS REAS: SHERRYL HAMILTON	8AM TO 9PM ANY DAY OF THE WEEK
41	3630	LIBRARIAN I.....			
41	3630	T80018	801926/001	8AM TO 9PM ANY DAY OF THE WEEK	WITH CHILDREN
41	3632	LIBRARIAN II.....			
41	3632	P1969	401462/000	SHIFT: POS NIGHT/WKEND/HOLIDAY	WORK WITH CHILDREN
42	RECREATION AND PARK COMMISSION				
42	3202	LOCKER ROOM ATTENDANT.....			
42	3202	T-10002	004556/001	SHIFT: POS NIGHT/WKEND/HOL	
42	3202	T-10002	004556/004	SHIFT: POS NIGHT/WKEND/HOL	
42	3202	T-10002	004556/006	SHIFT: POS NIGHT/WKEND/HOL	
42	3202	T-10002	004556/007	SHIFT: POS NT/WKND/HOL	
42	3202	T-10002	004556/008	SHIFT: POS NT/WKND/HOL	
42	3202	T-10002	004556/009	SHIFT: POS NT/WKND/HOL	
42	3202	T-10002	004556/010	SHIFT: POS NT/WKND/HOL	
42	3202	T-10002	004556/011	SHIFT: POS NT/WKND/HOL	
42	3202	T-10002	004556/012	SHIFT: POS NT/WKND/HOL	
42	3202	T-10002	004556/013	SHIFT: POS NT/WKND/HOL	
42	3202	T-10002	004556/014	SHIFT: POS NT/WKND/HOL	
42	3202	T-10002	004556/015	SHIFT: POS NT/WKND/HOL	
42	3202	T-10002	004556/016	SHIFT: POS NT/WKND/HOL	
42	3202	T-10002	004556/017	SHIFT: POS NT/WKND/HOL	
42	3202	T-10002	004556/018	SHIFT: POS NT/WKND/HOL	
42	3202	T-10002	004556/019	SHIFT: POS NT/WKND/HOL	
42	3202	T-10002	004556/021	SHIFT: POS NT/WKND/HOL	
42	3202	T-10002	004556/022	SHIFT: POS NT/WKND/HOL	
42	3202	T-10002	004556/023	SHIFT: POS NIGHT/WKEND/HOL	

DEPT	Class	DEPT RQ	CSC RQ	Text following an '*' is for administrative use only !	
				Special Conditions 1	Special Conditions 2
42	3202	T-10002	004556/025	SHIFT: POS NT/WKND/HOL	
42	3202	T-10002	004556/027	SHIFT: POS NT/WKND/HOL	
42	3202	T-10002	004556/028	SHIFT: POS NT/WKND/HOL	
42	3202	T-10002	004556/029	SHIFT: POS NT/WKND/HOL	
42	3202	T-10003	004555/001	SHIFT: POS NT/WKND/HOL	
42	3202	T-10003	004555/002	SHIFT: POS NT/WKND/HOL	
42	3202	T-10003	004555/003	SHIFT: POS NT/WKND/HOL	
42	3202	T-10003	004555/004	SHIFT: POS NIGHT/WKEND/HOL	
42	3202	T-10003	004555/005	SHIFT: POS NIGHT/WKEND/HOL	
42	3202	T-10003	004555/006	SHIFT: POS NIGHT/WKEND/HOL	
42	3202	T-10003	004555/010	SHIFT: POS NIGHT/WKEND/HOL	
42	3202	T-10003	004555/011	SHIFT: POS NIGHT/WKEND/HOL	
42	3202	T-10003	004555/014	SHIFT: POS NIGHT/WKEND/HOL	
42	3202	T-10003	004555/015	SHIFT: POS NT/WKND/HOL	
42	3202	T-10003	004555/016	SHIFT: POS NT/WKND/HOL	
42	3202	T-10003	004555/017	SHIFT: POS NIGHT/WKEND/HOL	
42	3202	T-10003	004555/018	SHIFT: POS NT/WKND/HOL	
42	3202	T-10003	004555/019	SHIFT: POS NT/WKND/HOL	
42	3202	T-10003	004555/020	SHIFT: POS NT/WKND/HOL	
42	3202	T-10003	004555/021	SHIFT: POS NT/WKND/HOL	
42	3202	T-10003	004555/022	SHIFT: POS NT/WKND/HOL	
42	3202	T-10003	004555/023	SHIFT: POS NT/WKND/HOL	
42	3202	T-10003	004555/024	SHIFT: POS NT/WKND/HOL	
42	3202	T-10003	004555/025	SHIFT: POS NT/WKND/HOL	
42	3202	T-10003	004555/026	SHIFT: POS NT/WKND/HOL	
42	3202	T-10003	004555/027	SHIFT: POS NT/WKND/HOL	
42	3202	T-10003	004555/028	SHIFT: POS NT/WKND/HOL	
42	3202	T-10003	004555/030	SHIFT: POS NT/WKND/HOL	
42	3202	T-10003	004555/034	SHIFT: POS NT/WKND/HOL	
42	3202	T-10003	004555/035	SHIFT: POS NT/WKND/HOL	
42	3202	T10021	101368/001	SHIFT: POS NT/WKND/HOL	
42	3202	T10021	101368/002	SHIFT: POS NIGHT/WKEND/HOL	
42	3202	T10021	101368/003	SHIFT: POS NIGHT/WKEND/HOL	
42	3202	T10021	101368/004	SHIFT: POS NIGHT/WKEND/HOL	
42	3202	T10021	101368/005	SHIFT: POS NT/WKND/HOL	
42	3202	T10021	101368/006	SHIFT: POS NT/WKND/HOL	
42	3202	T10021	101368/007	SHIFT: POS NT/WKND/HOL	
42	3202	T10021	101368/008	SHIFT: POS NT/WKND/HOL	
42	3202	T10021	101368/009	SHIFT: POS NT/WKND/HOL	
42	3202	T10021	101368/010	SHIFT: POS NT/WKND/HOL	
42	3202	T10021	101368/011	SHIFT: POS NT/WKND/HOL	
42	3202	T10021	101368/012	SHIFT: POS NT/WKND/HOL	
42	3202	T10021	101368/013	SHIFT: POS NT/WKND/HOL	
42	3202	T10021	101368/014	SHIFT: POS NT/WKND/HOL	
42	3202	T10021	101368/015	SHIFT: POS NT/WKND/HOL	
42	3202	T10021	101368/016	SHIFT: POS NT/WKND/HOL	
42	3202	T10021	101368/017	SHIFT: POS NT/WKND/HOL	
42	3202	T10021	101368/018	SHIFT: POS NT/WKND/HOL	
42	3202	T10021	101368/019	SHIFT: POS NT/WKND/HOL	
42	3202	T10021	101368/020	SHIFT: POS NT/WKND/HOL	
42	3202	T10021	101368/021	SHIFT: POS NT/WKND/HOL	
42	3202	T10021	101368/022	SHIFT: POS NT/WKND/HOL	
42	3202	T10021	101368/023	SHIFT: POS NT/WKND/HOL	
42	3202	T10021	101368/024	SHIFT: POS NT/WKND/HOL	
42	3202	T10021	101368/025	SHIFT: POS NT/WKND/HOL	
42	3202	T10045	105195/001	POS NT/WKND/HOL/PT;SWING SHIFT	*RA: CP, J JAMERSON
42	3202	T40034	400001/001	SHIFT: POS NT/WKND/HOL	
42	3202	T40034	400001/002	SHIFT: POS NT/WKND/HOL	
42	3202	T40034	400001/003	SHIFT: POS NT/WKND/HOL	
42	3202	T40034	400001/004	SHIFT: POS NT/WKND/HOL	
42	3202	T40034	400001/005	SHIFT: POS NT/WKND/HOL	
42	3202	T40034	400001/006	SHIFT: POS NT/WKND/HOL	
42	3202	T40034	400001/007	SHIFT: POS NT/WKND/HOL	
42	3202	T40034	400001/008	SHIFT: POS NT/WKND/HOL	
42	3202	T40034	400001/009	SHIFT: POS NT/WKND/HOL	
42	3202	T40034	400001/010	SHIFT: POS NT/WKND/HOL	
42	3202	T40034	400001/011	SHIFT: POS NT/WKND/HOL	
42	3202	T40034	400001/012	SHIFT: POS NT/WKND/HOL	
42	3202	T40034	400001/013	SHIFT: POS NT/WKND/HOL	

				Text following an '*' is for administrative use only !	
DEPT	Class	DEPT RQ	CSC RQ	Special Conditions 1	Special Conditions 2
42	3202	T40034	400001/014	SHIFT: POS NT/WKND/HOL	
42	3202	T40034	400001/015	SHIFT: POS NT/WKND/HOL	
42	3202	T40034	400001/016	SHIFT: POS NT/WKND/HOL	
42	3202	T40034	400001/017	SHIFT: POS NIGHT/WKEND/HOL	
42	3202	T40034	400001/018	SHIFT: POS NT/WKND/HOL	
42	3202	T40034	400001/019	SHIFT: POS NT/WKND/HOL	
42	3202	T40034	400001/020	SHIFT: POS NT/WKND/HOL	
42	3202	T40034	400001/021	SHIFT: POS NT/WKND/HOL	
42	3202	T40034	400001/022	SHIFT: POS NT/WKND/HOL	
42	3202	T40034	400001/023	SHIFT: POS NT/WKND/HOL	
42	3202	T40034	400001/024	SHIFT: POS NT/WKND/HOL	
42	3202	T40034	400001/025	SHIFT: POS NT/WKND/HOL	
42	3202	T40034	400001/026	SHIFT: POS NT/WKND/HOL	
42	3202	T40034	400001/027	SHIFT: POS NT/WKND/HOL	
42	3202	T40034	400001/028	SHIFT: POS NT/WKND/HOL	
42	3202	T40034	400001/029	SHIFT: POS NT/WKND/HOL	
42	3202	T40034	400001/030	SHIFT: POS NT/WKND/HOL	
42	3202	T40034	400001/031	SHIFT: POS NT/WKND/HOL	
42	3202	T40034	400001/032	SHIFT: POS NT/WKND/HOL	
42	3202	T40034	400001/033	SHIFT: POS NT/WKND/HOL	
42	3202	T40034	400001/034	SHIFT: POS NT/WKND/HOL	
42	3202	T40034	400001/035	SHIFT: POS NT/WKND/HOL	
42	3202	T40034	400001/036	SHIFT: POS NT/WKND/HOL	
42	3202	T40034	400001/037	SHIFT: POS NT/WKND/HOL	
42	3202	T40034	400001/038	SHIFT: POS NT/WKND/HOL	
42	3202	T40034	400001/039	SHIFT: POS NT/WKND/HOL	
42	3202	T40034	400001/040	SHIFT: POS NT/WKND/HOL	
42	3202	T40034	400001/041	SHIFT: POS NT/WKND/HOL	
42	3202	T40034	400001/042	SHIFT: POS NT/WKND/HOL	
42	3202	T40034	400001/043	SHIFT: POS NT/WKND/HOL	
42	3202	T40034	400001/044	SHIFT: POS NT/WKND/HOL	
42	3202	T40034	400001/045	SHIFT: POS NT/WKND/HOL	
42	3202	T40034	400001/046	SHIFT: POS NT/WKND/HOL	
42	3202	T60032	601118/001	SHIFT: POS NIGHT/WKEND/HOL	
42	3202	T60033	601119/005	SHIFT: POS NIGHT/WKEND/HOL	
42	3204	SWIMMING	POOL CASHIER	- CLERK.....	
42	3204	P3262	210190/000	SHIFT: POS NT/WKND/HOL	
42	3204	P3739	500032/000	SHIFT: POS NT/WKND/HOL	
42	3204	P3850	601727/000	SHIFT: POS NT/WKND/HOL	
42	3204	P4228	904394/000	SHIFT: POS NT/WKND/HOL	
42	3204	T-10004	004554/002	SHIFT: POS NT/WKND/HOL	
42	3204	T-10004	004554/003	SHIFT: POS NT/WKND/HOL	
42	3204	T-10004	004554/004	SHIFT: POS NT/WKND/HOL	
42	3204	T-10004	004554/005	SHIFT: POS NT/WKND/HOL	
42	3204	T-10004	004554/006	SHIFT: POS NT/WKND/HOL	
42	3204	T-10004	004554/007	SHIFT: POS NT/WKND/HOL	
42	3204	T-10004	004554/008	SHIFT: POS NT/WKND/HOL	
42	3204	T-10004	004554/009	SHIFT: POS NT/WKND/HOL	
42	3204	T-10005	004553/001	SHIFT: POS NT/WKND/HOL	
42	3204	T-10005	004553/004	SHIFT: POS NT/WKND/HOL	
42	3204	T-10005	004553/005	SHIFT: POS NT/WKND/HOL	
42	3204	T-10005	004553/007	SHIFT: POS NT/WKND/HOL	
42	3204	T-10005	004553/008	SHIFT: POS NT/WKND/HOL	
42	3204	T-10005	004553/011	SHIFT: POS NT/WKND/HOL	
42	3204	T-10005	004553/012	SHIFT: POS NT/WKND/HOL	
42	3204	T-10005	004553/013	SHIFT: POS NT/WKND/HOL	
42	3204	T-10005	004553/015	SHIFT: POS NT/WKND/HOL	
42	3204	T-10005	004553/016	SHIFT: POS NT/WKND/HOL	
42	3204	T-10005	004553/017	SHIFT: POS NT/WKND/HOL	
42	3204	T10046	105194/001	SHIFT: POS NT/WKND/HOL	
42	3204	T10050	105190/001	SHIFT: POS NT/WKND/HOL/PT;SUBJ	PT/ *RA: CP, J PICO
42	3204	T10051	105189/001	SHIFT: POS NT/WKND/HOL/PT;SUBJ	SEAS IN SCHED;*RA:CP, BELL C
42	3204	T10052	105188/001	SHIFT: POS NT/WKND/HOL/PT;SUBJ	SEAS.IN SCHED;*RA:CP, MCCOY K
42	3204	T40059	400031/002	SHIFT: POS NT/WKND/HOL	AS NEEDED
42	3204	T40059	400031/006	SHIFT: POS NT/WKND/HOL	AS NEEDED
42	3204	T70068	701394/019	SHIFT: POS NT/WKND/HOL	
42	3204	T70068	701394/030	SHIFT: POS NT/WKND/HOL	

				Text following an '*' is for administrative use only !	
DEPT	Class	DEPT RQ	CSC RQ	Special Conditions 1	Special Conditions 2
42	3208	POOL LIFEGUARD.....			
42	3208	P2777	212982/000	SHIFT: POS	NT/WKND/HOL
42	3208	P3659	405410/000	SHIFT: POS	NT/WKND/HOL
42	3208	P3660	405409/000	SHIFT: POS	NT/WKND/HOL
42	3208	P3741	406744/000	SHIFT: POS	NT/WKND/HOL
42	3208	P3754	500490/000	SHIFT: POS	NT/WKND/HOL
42	3208	P3755	500030/000	SHIFT: POS	NT/WKND/HOL
42	3208	P4128	804014/000	SHIFT: POS	NT/WKND/HOL
42	3208	P4173	901469/000	SHIFT: POS	NT/WKND/HOL
42	3208	P4174	901470/000	SHIFT: POS	NT/WKND/HOL
42	3208	P4175	901471/000	SHIFT: POS	NT/WKND/HOL
42	3208	P4176	901472/000	SHIFT: POS	NT/WKND/HOL
42	3208	P4177	901473/000	SHIFT: POS	NT/WKND/HOL
42	3208	P4178	901474/000	SHIFT: POS	NT/WKND/HOL
42	3208	P4180	901476/000	SHIFT: POS	NT/WKND/HOL
42	3208	P4262	004475/000	SHIFT: POS	NT/WKND/HOL
42	3208	T-10006	004552/001	SHIFT: POS	NT/WKND/HOL
42	3208	T-10006	004552/002	SHIFT: POS	NT/WKND/HOL
42	3208	T-10006	004552/004	SHIFT: POS	NT/WKND/HOL
42	3208	T-10006	004552/005	SHIFT: POS	NT/WKND/HOL
42	3208	T-10006	004552/006	SHIFT: POS	NT/WKND/HOL
42	3208	T-10006	004552/007	SHIFT: POS	NT/WKND/HOL
42	3208	T-10006	004552/008	SHIFT: POS	NT/WKND/HOL
42	3208	T-10006	004552/009	SHIFT: POS	NT/WKND/HOL
42	3208	T-10006	004552/010	SHIFT: POS	NT/WKND/HOL
42	3208	T-10006	004552/011	SHIFT: POS	NT/WKND/HOL
42	3208	T-10006	004552/012	SHIFT: POS	NT/WKND/HOL
42	3208	T-10006	004552/013	SHIFT: POS	NT/WKND/HOL
42	3208	T-10006	004552/015	SHIFT: POS	NT/WKND/HOL
42	3208	T-10007	004551/001	SHIFT: POS	NT/WKND/HOL
42	3208	T-10007	004551/002	SHIFT: POS	NT/WKND/HOL
42	3208	T-10007	004551/003	SHIFT: POS	NT/WKND/HOL
42	3208	T-10007	004551/022	SHIFT: POS	NT/WKND/HOL
42	3208	T-10007	004551/023	SHIFT: POS	NT/WKND/HOL
42	3208	T-10007	004551/024	SHIFT: POS	NT/WKND/HOL
42	3208	T-10007	004551/025	SHIFT: POS	NT/WKND/HOL
42	3208	T-10007	004551/026	SHIFT: POS	NT/WKND/HOL
42	3208	T-10007	004551/028	SHIFT: POS	NT/WKND/HOL
42	3208	T-10007	004551/029	SHIFT: POS	NT/WKND/HOL
42	3208	T-10007	004551/030	SHIFT: POS	NT/WKND/HOL
42	3208	T-10007	004551/031	SHIFT: POS	NT/WKND/HOL
42	3208	T-10007	004551/032	SHIFT: POS	NT/WKND/HOL
42	3208	T-10007	004551/033	SHIFT: POS	NT/WKND/HOL
42	3208	T-10007	004551/034	SHIFT: POS	NT/WKND/HOL
42	3208	T-10007	004551/035	SHIFT: POS	NT/WKND/HOL
42	3208	T-10007	004551/036	SHIFT: POS	NT/WKND/HOL
42	3208	T-10007	004551/038	SHIFT: POS	NT/WKND/HOL
42	3208	T-10007	004551/039	SHIFT: POS	NT/WKND/HOL
42	3208	T-10007	004551/041	SHIFT: POS	NT/WKND/HOL
42	3208	T-10007	004551/042	SHIFT: POS	NT/WKND/HOL
42	3208	T-10007	004551/043	SHIFT: POS	NT/WKND/HOL
42	3208	T-10007	004551/044	SHIFT: POS	NT/WKND/HOL
42	3208	T-10007	004551/049	SHIFT: POS	NT/WKND/HOL
42	3208	T-10007	004551/050	SHIFT: POS	NT/WKND/HOL
42	3208	T30146	301931/058	SHIFT: POS	NT/WKND/HOL
42	3208	T60080	601335/001	SHIFT: POS	NT/WKND/HOL
42	3208	T60089	601345/001	SHIFT: POS	NT/WKND/HOL
42	3208	T90002	900321/001	SHIFT: POS	NT/WKND/HOL
42	3208	T90003	900300/001	SHIFT: POS	NT/WKND/HOL
42	3208	T90017	903053/001	SHIFT: POS	NT/WKND/HOL
42	3208	T90018	903054/001	SHIFT: POS	NT/WKND/HOL
42	3208	T90024	904438/001	SHIFT: POS	NT/WKND/HOL
42	3208	T90025	904439/001	SHIFT: POS	NT/WKND/HOL
42	3208	T90026	904440/001	SHIFT: POS	NT/WKND/HOL
42	3208	T90027	904441/001	SHIFT: POS	NT/WKND/HOL
42	3208	T90028	904442/001	SHIFT: POS	NT/WKND/HOL
42	3208	T90041	000171/001	SHIFT: POS	NT/WKND/HOL

AS NEEDED
AS NEEDED

SUBJ. TO SEASONAL VARIATION
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SUBJ. TO SEASONAL VARIATIONS.
SUBJ. TO SEASONAL VARIATIONS

DEPT	Class	DEPT RQ	CSC RQ	Text following an '*' is for administrative use only ! Special Conditions 1	Special Conditions 2
42	3212	SWIMMING INSTRUCTOR.....			
42	3212	T-10008	004550/003	SHIFT: POS NT/WKND/HOL	
42	3212	T-10008	004550/004	SHIFT: POS NT/WKND/HOL	
42	3212	T-10008	004550/005	SHIFT: POS NT/WKND/HOL	
42	3212	T-10008	004550/006	SHIFT: POS NT/WKND/HOL	
42	3212	T-10008	004550/007	POS NIT/WKND/HOL	
42	3212	T-10008	004550/008	SHIFT: POS NIT/WKND/HOL	
42	3212	T-10008	004550/009	SHIFT: POS NIT/WKND/HOL	
42	3212	T-10008	004550/010	SHIFT: POS NIT/WKND/HOL	
42	3212	T-10008	004550/011	SHIFT: POS NIT/WKND/HOL	
42	3212	T-10008	004550/012	SHIFT: POS NIT/WKND/HOL	
42	3212	T-10008	004550/013	SHIFT: POS NIT/WKND/HOL	
42	3212	T-10008	004550/014	SHIFT: POS NT/WKND/HOL	
42	3212	T-10008	004550/015	SHIFT: POS NT/WKND/HOL	
42	3212	T-10008	004550/016	SHIFT: POS NT/WKND/HOL	
42	3212	T-10008	004550/017	SHIFT: POS NT/WKND/HOL	
42	3212	T-10008	004550/018	SHIFT: POS NT/WKND/HOL	
42	3212	T-10008	004550/019	SHIFT: POS NT/WKND/HOL	
42	3212	T-10008	004550/020	SHIFT: POS NT/WKND/HOL	
42	3212	T-10008	004550/021	SHIFT: POS NT/WKND/HOL	
42	3212	T-10008	004550/022	SHIFT: POS NT/WKND/HOL	
42	3212	T-10008	004550/023	SHIFT: POS NT/WKND/HOL	
42	3212	T-10008	004550/024	SHIFT: POS NT/WKND/HOL	
42	3212	T-10008	004550/025	SHIFT: POS NT/WKND/HOL	
42	3212	T-10008	004550/027	SHIFT: POS NT/WKND/HOL	
42	3212	T10009	004549/001	SHIFT: POS NT/WKND/HOL	
42	3212	T10009	004549/006	SHIFT: POS NT/WKND/HOL	
42	3212	T10009	004549/023	SHIFT: POS NT/WKND/HOL	
42	3212	T10009	004549/024	SHIFT: POS NT/WKND/HOL	
42	3212	T10009	004549/025	SHIFT: POS NT/WKND/HOL	
42	3212	T10009	004549/026	SHIFT: POS NT/WKND/HOL	
42	3212	T10009	004549/027	SHIFT: POS NT/WKND/HOL	
42	3212	T10009	004549/028	SHIFT: POS NT/WKND/HOL	
42	3212	T10009	004549/029	SHIFT: POS NT/WKND/HOL	
42	3212	T10009	004549/030	SHIFT: POS NT/WKND/HOL	
42	3214	SENIOR SWIMMING INSTRUCTOR.....			
42	3214	P3086	208858/000	SHFT: POS NITE/WKND/HOL	
42	3214	P4237	000172/000	SHIFT: POS NT/WKND/HOL	
42	3280	ASST RECREATION DIRECTOR.....			
42	3280	P3587	404775/000	SHIFT: POS NT/WKND/HOL	
42	3280	P3590	404778/000	SHIFT: POS NT/WKND/HOL	
42	3280	P3592	404780/000	SHIFT: POS NT/WKND/HOL	
42	3280	P3593	404781/000	SHIFT: POS NT/WKND/HOL	
42	3280	P3595	404783/000	SHIFT: POS NT/WKND/HOL	
42	3280	P3596	404784/000	SHIFT: POS NT/WKND/HOL	
42	3280	P3597	404785/000	SHIFT: POS NT/WKND/HOL	
42	3280	P3602	404790/000	SHIFT: POS NT/WKND/HOL	
42	3280	P3603	404791/000	SHIFT: POS NT/WKND/HOL	
42	3280	P3605	404793/000	LANG: AMERICAN SIGN	SHIFT: POS NT/WKND/HOL
42	3280	P3857	600636/000	SHIFT: POS NT/WKND/HOL	
42	3280	P4035	702048/000	SHIFT: POS NT/WKND/HOL	
42	3280	T10010	004548/001	SHIFT: POS NT/WKND/HOL	
42	3280	T10010	004548/004	SHIFT: POS NT/WKND/HOL	
42	3280	T10010	004548/005	SHIFT: POS NT/WKND/HOL	
42	3280	T10010	004548/016	SHIFT: POS NT/WKND/HOL	
42	3280	T10011	004547/002	SHIFT: POS NT/WKND/HOL	
42	3280	T10012	004546/001	SHIFT: POS NT/WKND/HOL	
42	3280	T10012	004546/002	SHIFT: POS NT/WKND/HOL	
42	3280	T10012	004546/003	SHIFT: POS NT/WKND/HOL	
42	3280	T10012	004546/004	SHIFT: POS NT/WKND/HOL	
42	3280	T10012	004546/005	SHIFT: POS NT/WKND/HOL	
42	3280	T10012	004546/006	SHIFT: POS NT/WKND/HOL	
42	3280	T10012	004546/007	SHIFT: POS NT/WKND/HOL	
42	3280	T10012	004546/008	SHIFT: POS NT/WKND/HOL	
42	3280	T10012	004546/009	SHIFT: POS NT/WKND/HOL	
42	3280	T10012	004546/011	SHIFT: POS NT/WKND/HOL	

DEPT	Class	DEPT RQ	CSC RQ	Text following an '*' is for administrative use only ! Special Conditions 1	Special Conditions 2
42	3280	T10012	004546/012	SHIFT: POS	NT/WKND/HOL
42	3280	T10012	004546/017	SHIFT: POS	NT/WKND/HOL
42	3280	T10012	004546/018	SHIFT: POS	NT/WKND/HOL
42	3280	T10012	004546/019	SHIFT: POS	NT/WKND/HOL
42	3280	T10012	004546/020	SHIFT: POS	NT/WKND/HOL
42	3280	T10012	004546/021	SHIFT: POS	NT/WKND/HOL
42	3280	T10012	004546/022	SHIFT: POS	NT/WKND/HOL
42	3280	T10012	004546/024	SHIFT: POS	NT/WKND/HOL
42	3280	T10012	004546/025	SHIFT: POS	NT/WKND/HOL
42	3280	T10012	004546/026	SHIFT: POS	NT/WKND/HOL
42	3280	T10012	004546/027	SHIFT: POS	NT/WKND/HOL
42	3280	T10012	004546/028	SHIFT: POS	NT/WKND/HOL
42	3280	T10012	004546/029	SHIFT: POS	NT/WKND/HOL
42	3280	T10012	004546/030	SHIFT: POS	NT/WKND/HOL
42	3280	T10012	004546/031	SHIFT: POS	NT/WKND/HOL
42	3280	T10012	004546/032	SHIFT: POS	NT/WKND/HOL
42	3280	T10012	004546/033	SHIFT: POS	NT/WKND/HOL
42	3280	T10012	004546/034	SHIFT: POS	NT/WKND/HOL
42	3280	T10012	004546/037	SHIFT: POS	NT/WKND/HOL
42	3280	T10012	004546/040	SHIFT: POS	NT/WKND/HOL
42	3280	T10012	004546/045	SHIFT: POS	NT/WKND/HOL
42	3280	T10012	004546/046	SHIFT: POS	NT/WKND/HOL
42	3280	T10012	004546/047	SHIFT: POS	NT/WKND/HOL
42	3280	T10012	004546/049	SHIFT: POS	NT/WKND/HOL
42	3280	T10012	004546/050	SHIFT: POS	NT/WKND/HOL
42	3280	T10012	004546/051	SHIFT: POS	NT/WKND/HOL
42	3280	T10012	004546/052	SHIFT: POS	NT/WKND/HOL
42	3280	T10012	004546/053	SHIFT: POS	NT/WKND/HOL
42	3280	T10012	004546/054	SHIFT: POS	NT/WKND/HOL
42	3280	T10012	004546/055	SHIFT: POS	NT/WKND/HOL
42	3280	T10012	004546/056	SHIFT: POS	NT/WKND/HOL
42	3280	T10012	004546/057	SHIFT: POS	NT/WKND/HOL
42	3280	T10012	004546/058	SHIFT: POS	NT/WKND/HOL
42	3280	T10012	004546/059	SHIFT: POS	NT/WKND/HOL
42	3280	T10012	004546/060	SHIFT: POS	NT/WKND/HOL
42	3280	T10012	004546/061	SHIFT: POS	NT/WKND/HOL
42	3280	T10012	004546/062	SHIFT: POS	NT/WKND/HOL
42	3280	T10012	004546/063	SHIFT: POS	NT/WKND/HOL
42	3280	T10012	004546/064	SHIFT: POS	NT/WKND/HOL
42	3280	T10012	004546/065	SHIFT: POS	NT/WKND/HOL
42	3280	T10012	004546/066	SHIFT: POS	NT/WKND/HOL
42	3280	T10012	004546/067	SHIFT: POS	NT/WKND/HOL
42	3280	T10012	004546/070	SHIFT: POS	NT/WKND/HOL
42	3280	T10012	004546/071	SHIFT: POS	NT/WKND/HOL
42	3280	T10012	004546/072	SHIFT: POS	NT/WKND/HOL
42	3280	T10012	004546/074	SHIFT: POS	NT/WKND/HOL
42	3280	T10012	004546/075	SHIFT: POS	NT/WKND/HOL
42	3280	T10012	004546/076	SHIFT: POS	NT/WKND/HOL
42	3280	T10012	004546/077	SHIFT: POS	NT/WKND/HOL
42	3280	T10012	004546/078	SHIFT: POS	NT/WKND/HOL
42	3280	T10012	004546/079	SHIFT: POS	NT/WKND/HOL
42	3280	T10012	004546/080	SHIFT: POS	NT/WKND/HOL
42	3280	T10012	004546/081	SHIFT: POS	NT/WKND/HOL
42	3280	T10012	004546/083	SHIFT: POS	NT/WKND/HOL
42	3280	T10012	004546/085	SHIFT: POS	NT/WKND/HOL
42	3280	T10012	004546/086	SHIFT: POS	NT/WKND/HOL
42	3280	T10012	004546/087	SHIFT: POS	NT/WKND/HOL
42	3280	T10012	004546/088	SHIFT: POS	NT/WKND/HOL
42	3280	T10012	004546/089	SHIFT: POS	NT/WKND/HOL
42	3280	T10012	004546/090	SHIFT: POS	NT/WKND/HOL
42	3280	T10012	004546/091	SHIFT: POS	NT/WKND/HOL
42	3280	T10012	004546/092	SHIFT: POS	NT/WKND/HOL
42	3280	T10012	004546/096	SHIFT: POS	NT/WKND/HOL
42	3280	T10012	004546/097	SHIFT: POS	NT/WKND/HOL
42	3280	T10012	004546/098	SHIFT: POS	NT/WKND/HOL
42	3280	T10012	004546/099	SHIFT: POS	NT/WKND/HOL
42	3280	T10012	004546/100	SHIFT: POS	NT/WKND/HOL
42	3280	T10012	004546/101	SHIFT: POS	NT/WKND/HOL
42	3280	T10012	004546/102	SHIFT: POS	NT/WKND/HOL

DEPT	Class	DEPT RQ	CSC RQ	Text following an '*' is for administrative use only !	
				Special Conditions 1	Special Conditions 2
42	3280	T10012	004546/103	SHIFT: POS NT/WKND/HOL	
42	3280	T10012	004546/104	SHIFT: POS NT/WKND/HOL	
42	3280	T10012	004546/105	SHIFT: POS NT/WKND/HOL	
42	3280	T10012	004546/106	SHIFT: POS NT/WKND/HOL	
42	3280	T10012	004546/107	SHIFT: POS NT/WKND/HOL	
42	3280	T10012	004546/109	SHIFT: POS NT/WKND/HOL	
42	3280	T10012	004546/110	SHIFT: POS NT/WKND/HOL	
42	3280	T10012	004546/111	SHIFT: POS NT/WKND/HOL	
42	3280	T10013	004545/002	SHIFT: POS NT/WKND/HOL	
42	3280	T10013	004545/004	SHIFT: POS NT/WKND/HOL	
42	3280	T10013	004545/006	SHIFT: POS NT/WKND/HOL	
42	3280	T10013	004545/008	SHIFT: POS NT/WKND/HOL	
42	3280	T10013	004545/009	SHIFT: POS NT/WKND/HOL	
42	3280	T10013	004545/011	SHIFT: POS NT/WKND/HOL	
42	3280	T10013	004545/013	SHIFT: POS NT/WKND/HOL	
42	3280	T10013	004545/014	SHIFT: POS NT/WKND/HOL	
42	3280	T10013	004545/016	SHIFT: POS NT/WKND/HOL	
42	3280	T10013	004545/017	SHIFT: POS NT/WKND/HOL	
42	3280	T10013	004545/018	SHIFT: POS NT/WKND/HOL	
42	3280	T10013	004545/020	SHIFT: POS NT/WKND/HOL	
42	3280	T10013	004545/021	SHIFT: POS NT/WKND/HOL	
42	3280	T10013	004545/023	SHIFT: POS NT/WKND/HOL	
42	3280	T10013	004545/025	SHIFT: POS NT/WKND/HOL	
42	3280	T10013	004545/026	SHIFT: POS NT/WKND/HOL	
42	3280	T10013	004545/032	SHIFT: POS NT/WKND/HOL	
42	3280	T10013	004545/038	SHIFT: POS NT/WKND/HOL	
42	3280	T10013	004545/039	SHIFT: POS NT/WKND/HOL	
42	3280	T10013	004545/040	SHIFT: POS NT/WKND/HOL	
42	3280	T10013	004545/042	SHIFT: POS NT/WKND/HOL	
42	3280	T10013	004545/046	SHIFT: POS NT/WKNS/HOL	
42	3280	T10013	004545/047	SHIFT: POS NT/WKND/HOL	
42	3280	T10013	004545/048	SHIFT: POS NT/WKND/HOL	
42	3280	T10013	004545/049	SHIFT: POS NT/WKND/HOL	
42	3280	T10013	004545/051	SHIFT: POS NT/WKND/HOL	
42	3280	T10013	004545/054	SHIFT: POS NT/WKND/HOL	
42	3280	T10013	004545/056	SHIFT: POS NT/WKND/HOL	
42	3280	T10013	004545/059	SHIFT: POS NT/WKND/HOL	
42	3280	T10013	004545/060	SHIFT: POS NT/WKND/HOL	
42	3280	T10013	004545/062	SHIFT: POS NT/WKND/HOL	
42	3280	T10013	004545/063	SHIFT: POS NT/WKND/HOL	
42	3280	T10013	004545/064	SHIFT: POS NT/WKND/HOL	
42	3280	T10013	004545/065	SHIFT: POS NT/WKND/HOL	
42	3280	T10013	004545/066	SHIFT: POS NT/WKND/HOL	
42	3280	T10013	004545/067	SHIFT: POS NT/WKND/HOL	
42	3280	T10013	004545/068	SHIFT: POS NT/WKND/HOL	
42	3280	T10013	004545/069	SHIFT: POS NT/WKND/HOL	
42	3280	T10013	004545/072	SHIFT: POS NT/WKND/HOL	
42	3280	T10013	004545/073	SHIFT: POS NT/WKND/HOL	
42	3280	T10013	004545/074	SHIFT: POS NT/WKND/HOL	
42	3280	T10014	004544/001	SHIFT: POS NT/WKND/HOL	
42	3280	T10014	004544/004	SHIFT: POS NT/WKND/HOL	
42	3280	T10014	004544/005	SHIFT: POS NT/WKND/HOL	
42	3280	T10014	004544/006	SHIFT: POS NT/WKND/HOL	
42	3280	T10014	004544/007	SHIFT: POS NT/WKND/HOL	
42	3280	T10014	004544/008	SHIFT: POS NT/WKND/HOL	
42	3280	T10014	004544/010	SHIFT: POS NT/WKND/HOL	
42	3280	T10014	004544/011	SHIFT: POS NT/WKND/HOL	
42	3280	T10014	004544/016	SHIFT: POS NT/WKND/HOL	
42	3280	T10015	004543/002	SHIFT: POS NT/WKND/HOL	
42	3280	T10015	004543/003	SHIFT: POS NT/WKND/HOL	
42	3280	T10015	004543/004	SHIFT: POS NT/WKND/HOL	
42	3280	T10015	004543/005	SHIFT: POS NT/WKND/HOL	
42	3280	T10015	004543/007	SHIFT: POS NT/WKND/HOL	
42	3280	T10015	004543/008	SHIFT: POS NT/WKND/HOL	
42	3280	T10015	004543/009	SHIFT: POS NT/WKND/HOL	
42	3280	T10015	004543/011	SHIFT: POS NT/WKND/HOL	
42	3280	T10015	004543/012	SHIFT: POS NT/WKND/HOL	
42	3280	T10015	004543/013	SHIFT: POS NT/WKND/HOL	
42	3280	T10015	004543/014	SHIFT: POS NT/WKND/HOL	

DEPT	Class	DEPT RQ	CSC RQ	Text following an '*' is for administrative use only ! Special Conditions 1	Special Conditions 2
42	3280	T10015	004543/015	SHIFT: POS NT/WKND/HOL	
42	3280	T10053	105187/001	P.T. SHIFT: POS NT/WKND/HOL	*RA: CP, J S SPELLMON
42	3280	T10054	105186/001	PART TIME SHFT:POS NT/WKND/HOL	*RA: CP, O CORONADO
42	3280	T10055	105185/001	P.T. SHIFT: POS NT/WKND/HOL	*RA: CP, J WONG
42	3280	T10056	105184/001	P.T. SHIFT: POS NT/WKND/HOL	*RA: CP, J TAYLOR
42	3280	T10080	105163/001	PART TIME SHFT POS NT/WKND/HOL	*RA: CP, A HICKS
42	3280	T10093	106801/001	AS NEEDED	
42	3280	T10093	106801/002	AS NEEDED	
42	3280	T10093	106801/003	AS NEEDED	
42	3280	T10093	106801/004	AS NEEDED	
42	3280	T10093	106801/005	AS NEEDED	
42	3280	T10093	106801/006	AS NEEDED	
42	3280	T10093	106801/007	AS NEEDED	
42	3280	T10093	106801/008	AS NEEDED	
42	3280	T10093	106801/009	AS NEEDED	
42	3280	T10093	106801/010	AS NEEDED	
42	3280	T10093	106801/011	AS NEEDED	
42	3280	T10093	106801/012	AS NEEDED	
42	3280	T10093	106801/013	AS NEEDED	
42	3280	T10093	106801/014	AS NEEDED	
42	3280	T10093	106801/015	AS NEEDED	
42	3280	T10093	106801/016	AS NEEDED	
42	3280	T10093	106801/017	AS NEEDED	
42	3280	T10093	106801/018	AS NEEDED	
42	3280	T10093	106801/019	AS NEEDED	
42	3280	T10093	106801/020	AS NEEDED	
42	3280	T10093	106801/021	AS NEEDED	
42	3280	T10093	106801/022	AS NEEDED	
42	3280	T10093	106801/023	AS NEEDED	
42	3280	T10093	106801/024	AS NEEDED	
42	3280	T10093	106801/025	AS NEEDED	
42	3280	T10093	106801/026	AS NEEDED	
42	3280	T10093	106801/027	AS NEEDED	
42	3280	T10093	106801/028	AS NEEDED	
42	3280	T10093	106801/029	AS NEEDED	
42	3280	T10093	106801/030	AS NEEDED	
42	3280	T10093	106801/031	AS NEEDED	
42	3280	T10093	106801/032	AS NEEDED	
42	3280	T10093	106801/033	AS NEEDED	
42	3280	T10093	106801/034	AS NEEDED	
42	3280	T10093	106801/035	AS NEEDED	
42	3280	T10093	106801/036	AS NEEDED	
42	3280	T10093	106801/037	AS NEEDED	
42	3280	T10093	106801/038	AS NEEDED	
42	3280	T10093	106801/039	AS NEEDED	
42	3280	T10093	106801/040	AS NEEDED	
42	3280	T10093	106801/041	AS NEEDED	
42	3280	T10093	106801/042	AS NEEDED	
42	3280	T10093	106801/043	AS NEEDED	
42	3280	T10093	106801/044	AS NEEDED	
42	3280	T10093	106801/045	AS NEEDED	
42	3280	T10093	106801/046	AS NEEDED	
42	3280	T10093	106801/047	AS NEEDED	
42	3280	T10093	106801/048	AS NEEDED	
42	3280	T10093	106801/049	AS NEEDED	
42	3280	T10093	106801/050	AS NEEDED	
42	3280	T40060	400032/007	SHIFT: POS NT/WKND/HOL	
42	3280	T40086	402547/001	AVAIL F/WORK W/HANDICAP PERSON	SHIFT: POS NT/WKND/HOL
42	3280	T70031	604284/001	SHIFT: POS NT/WKND/HOL	
42	3284	RECREATION DIRECTOR			
42	3284	F00006	702896/001	SHIFT: POS NT/WKND/HOL	#KNOWLEDGE OF SMALL ARMS & USE
42	3284	P-4146	804460/000	SHIFT: POS NT/WKND/HOL	
42	3284	P-4148	804462/000	SHIFT: POS NT/WKND/HOL	
42	3284	P1714	206674/000	SHIFT: POS NT/WKND/HOL	
42	3284	P2070	210474/000	SHIFT: POS NT/WKND/HOL	
42	3284	P2197	211117/000	SHIFT: POS NT/WKND/HOL	
42	3284	P2216	214646/000	SHIFT: POS NT/WKND/HOL	
42	3284	P2336	210964/000	SHIFT: POS NT/WKND/HOL	

				Text following an '*' is for administrative use only !	
DEPT	Class	DEPT RQ	CSC RQ	Special Conditions 1	Special Conditions 2
42	3284	P2407	207820/000	SHIFT: POS NITE/WKND/HOL	
42	3284	P2509	213171/000	SHIFT: POS NT/WKND/HOL; AMER	SIGN LANG.
42	3284	P2619	212240/000	SHIFT: POS NT/WKND/HOL	
42	3284	P2623	211579/000	SHIFT: POS NT/WKND/HOL	
42	3284	P2625	206249/000	SHIFT: POS NT/WKND/HOL	
42	3284	P2744	208624/000	SHIFT: POS NT/WKND/HOL	
42	3284	P2751	212411/000	SHIFT: POS NT/WKND/HOL	
42	3284	P2758	208206/000	SHIFT: POS NT/WKND/HOL	
42	3284	P2941	211799/000	SHIFT: POS NT/WKND/HOL	
42	3284	P2988	209758/000	SHIFT: POS NT/WKND/HOL	
42	3284	P3182	212798/000	SHIFT: POS NT/WKND/HOL	
42	3284	P3271	211629/000	SHIFT: POS NT/WKND/HOL	
42	3284	P3272	208906/000	SHIFT: POS NT/WKND/HOL	
42	3284	P3318	210836/000	SHIFT: POS/NT/WKND/HOL	
42	3284	P3372	209255/000	SHIFT: POS/NT/WKND/HOL	
42	3284	P3508	305917/000	SHIFT: POS NT/WKND/HOL	
42	3284	P3516	307055/000	SHIFT: POS NT/WKND/HOL	
42	3284	P3556	403115/000	SHIFT: POS NT/WKND/HOL	
42	3284	P3557	403116/000	SHIFT: POS NT/WKND/HOL	
42	3284	P3816	502443/000	SHIFT: POS NT/WKND/HOL	
42	3284	P3817	502444/000	SHIFT: POS NT/WKND/HOL	
42	3284	P3818	501947/000	SHIFT: POS NT/WKND/HOL	
42	3284	P3819	502003/000	SHIFT: POS NT/WKND/HOL	
42	3284	P3820	501948/000	SHIFT: POS NT/WKND/HOL	
42	3284	P3821	501949/000	SHIFT: POS NT/WKND/HOL	
42	3284	P3828	501952/000	SHIFT: POS NT/WKND/HOL	
42	3284	P3854	600632/000	SHIFT: POS NT/WKND/HOL	
42	3284	P3855	600633/000	SHIFT: POS NT/WKND/HOL	
42	3284	P3865	600803/000	SHIFT: POS NT/WKND/HOL	
42	3284	P3866	212787/000	SHIFT: POS NT/WKND/HOL	
42	3284	P3867	600804/000	SHIFT: POS NT/WKND/HOL	
42	3284	P3868	600805/000	SHIFT: POS NT/WKND/HOL	
42	3284	P3869	600806/000	SHIFT: POS NT/WKND/HOL	
42	3284	P3871	600808/000	SHIFT: POS NT/WKND/HOL	
42	3284	P3872	600809/000	SHIFT: POS NT/WKND/HOL	
42	3284	P3873	600810/000	SHIFT: POS NT/WKND/HOL	
42	3284	P3874	600811/000	SHIFT: POS NT/WKND/HOL	
42	3284	P3998	700183/000	SHIFT: POS NT/WKND/HOL	
42	3284	P4000	700884/000	SHIFT: POS NT/WKND/HOL	
42	3284	P4015	701419/000	SHIFT: POS NT/WKND/HOL	
42	3284	P4016	701420/000	SHIFT: POS NT/WKND/HOL	
42	3284	P4041	702071/000	SHIFT: POS NT/WKND/HOL	
42	3284	P4052	800480/000	SHIFT: POS NT/WKND/HOL	
42	3284	P4053	800473/000	SHIFT: POS NT/WKND/HOL	
42	3284	P4145	804459/000	SHIFT: POS NT/WKND/HOL	
42	3284	P4147	804461/000	SHIFT: POS NT/WKND/HOL	
42	3284	P4163	805790/000	SHIFT: POS NT/WKND/HOL	
42	3284	P4186	901714/000	SHIFT: POS NT/WKND/HOL	
42	3284	P4187	901715/000	SHIFT: POS NT/WKND/HOL	
42	3284	P4188	901716/000	SHIFT: POS NT/WKND/HOL	
42	3284	P4189	901717/000	SHIFT: POS NT/WKND/HOL	
42	3284	P4190	901718/000	SHIFT: POS NT/WKND/HOL	
42	3284	P4191	901719/000	SHIFT: POS NT/WKND/HOL	
42	3284	P4194	901722/000	SHIFT: POS NT/WKND/HOL	
42	3284	P4195	901723/000	SHIFT: POS NT/WKND/HOL	
42	3284	P4196	901724/000	SHIFT: POS NT/WKND/HOL	
42	3284	P4197	901725/000	SHIFT: POS NT/WKND/HOL	
42	3284	P4208	902562/000	SHIFT: POS NT/WKND/HOL	
42	3284	P4209	902563/000	SHIFT: POS NT/WKND/HOL	
42	3284	P4210	902564/000	SHIFT: POS NT/WKND/HOL	TAGALOC LANGUAGE REQUIREMENT
42	3284	P4211	902565/000	SHIFT: POS NT/WKND/HOL	
42	3284	P4212	902566/000	SHIFT: POS NT/WKND/HOL; AMER.	SIGN LANGUAGE.
42	3284	P4213	902567/000	SHIFT: POS NT/WKND/HOL	
42	3284	P4268	103193/000	SHIFT: POS NT/WKND/HOL	ROTATING SHIFT
42	3284	P4269	103195/000	SHIFT: POS NT/WKND/HOL	ROTATING SHIFT
42	3284	T10016	004538/001	SHIFT: POS NT/WKND/HOL	
42	3284	T10016	004538/002	SHIFT: POS NT/WKND/HOL	
42	3284	T10016	004538/003	SHIFT: POS NT/WKND/HOL	
42	3284	T10016	004538/004	SHIFT: POS NT/WKND/HOL	

DEPT	Class	DEPT RQ	CSC RQ	Text following an '*' is for administrative use only ! Special Conditions 1	Special Conditions 2
42	3284	T10016	004538/005	SHIFT: POS NT/WKND/HOL	
42	3284	T10016	004538/006	SHIFT: POS NT/WKND/HOL	
42	3284	T10016	004538/007	SHIFT: POS NT/WKND/HOL	
42	3284	T10016	004538/010	SHIFT: POS NT/WKND/HOL	
42	3284	T10016	004538/011	SHIFT: POS NT/WKND/HOL	
42	3284	T10016	004538/012	SHIFT: POS NT/WKND/HOL	
42	3284	T10016	004538/013	SHIFT: POS NT/WKND/HOL	
42	3284	T10016	004538/017	SHIFT: POS NT/WKND/HOL	
42	3284	T10016	004538/018	SHIFT: POS NT/WKND/HOL	
42	3284	T10016	004538/020	SHIFT: POS NT/WKND/HOL	
42	3284	T10016	004538/022	SHIFT: POS NT/WKND/HOL	
42	3284	T10016	004538/023	SHIFT: POS NT/WKND/HOL	
42	3284	T10016	004538/026	SHIFT: POS NT/WKND/HOL	
42	3284	T10016	004538/028	SHIFT: POS NT/WKND/HOL	
42	3284	T10016	004538/029	SHIFT: POS NT/WKND/HOL	
42	3284	T10016	004538/030	SHIFT: POS NT/WKND/HOL	
42	3284	T10016	004538/031	SHIFT: POS NT/WKND/HOL	
42	3284	T10016	004538/032	SHIFT: POS NT/WKND/HOL	
42	3284	T10016	004538/033	SHIFT: POS NT/WKND/HOL	
42	3284	T10016	004538/034	SHIFT: POS NT/WKND/HOL	
42	3284	T10016	004538/035	SHIFT: POS NT/WKND/HOL	
42	3284	T10016	004538/036	SHIFT: POS NT/WKND/HOL	
42	3284	T10016	004538/037	SHIFT: POS NT/WKND/HOL	
42	3284	T10016	004538/038	SHIFT: POS NT/WKND/HOL	
42	3284	T10016	004538/039	SHIFT: POS NT/WKND/HOL	
42	3284	T10016	004538/041	SHIFT: POS NT/WKND/HOL	
42	3284	T10016	004538/043	SHIFT: POS NT/WKND/HOL	
42	3284	T10016	004538/044	SHIFT: POS NT/WKND/HOL	
42	3284	T10016	004538/045	SHIFT: POS NT/WKND/HOL	
42	3284	T10016	004538/046	SHIFT: POS NT/WKND/HOL	
42	3284	T10016	004538/047	SHIFT: POS NT/WKND/HOL	
42	3284	T10016	004538/048	SHIFT: POS NT/WKND/HOL	
42	3284	T10016	004538/053	SHIFT: POS NT/WKND/HOL	
42	3284	T10017	004539/001	SHIFT: POS NT/WKND/HOL	
42	3284	T10017	004539/002	SHIFT: POS NT/WKND/HOL	
42	3284	T10017	004539/003	SHIFT: POS NT/WKND/HOL	
42	3284	T10017	004539/004	SHIFT: POS NT/WKND/HOL	
42	3284	T10017	004539/006	SHIFT: POS NT/WKND/HOL	
42	3284	T10017	004539/007	SHIFT: POS NT/WKND/HOL	
42	3284	T10017	004539/008	SHIFT: POS NT/WKND/HOL	
42	3284	T10017	004539/009	SHIFT: POS NT/WKND/HOL	
42	3284	T10017	004539/010	SHIFT: POS NT/WKND/HOL	
42	3284	T10017	004539/011	SHIFT: POS NT/WKND/HOL	
42	3284	T10017	004539/012	SHIFT: POS NT/WKND/HOL	
42	3284	T10017	004539/013	SHIFT: POS NT/WKND/HOL	
42	3284	T10017	004539/014	SHIFT: POS NT/WKND/HOL	
42	3284	T10017	004539/016	SHIFT: POS NT/WKND/HOL	
42	3284	T10017	004539/018	SHIFT: POS NT/WKND/HOL	
42	3284	T10017	004539/019	SHIFT: POS NT/WKND/HOL	
42	3284	T10018	004540/001	SHIFT: POS NT/WKND/HOL	
42	3284	T10018	004540/002	SHIFT: POS NT/WKND/HOL	
42	3284	T10018	004540/003	SHIFT: POS NT/WKND/HOL	
42	3284	T10018	004540/004	SHIFT: POS NT/WKND/HOL	
42	3284	T10018	004540/005	SHIFT: POS NT/WKND/HOL	
42	3284	T10018	004540/007	SHIFT: POS NT/WKND/HOL	
42	3284	T10018	004540/008	SHIFT: POS NT/WKND/HOL	
42	3284	T10018	004540/009	SHIFT: POS NT/WKND/HOL	
42	3284	T10018	004540/010	SHIFT: POS NT/WKND/HOL	
42	3284	T10018	004540/011	SHIFT: POS NT/WKND/HOL	
42	3284	T10018	004540/012	SHIFT: POS NT/WKND/HOL	
42	3284	T10018	004540/014	SHIFT: POS NT/WKND/HOL	
42	3284	T10019	004541/001	SHIFT: POS NT/WKND/HOL	
42	3284	T10019	004541/002	SHIFT: POS NT/WKND/HOL	
42	3284	T10019	004541/004	SHIFT: POS NT/WKND/HOL	
42	3284	T10064	105176/001	PT, SHIFTLPOS NT/WKND/HOLIDAY	*RA: CP, K BANFORTH
42	3284	T10065	105175/001	PT, SHIFT: POS NT/WKND/HOLIDAY	*RA: CP, D DIXON
42	3284	T10066	105174/001	PT, SHIFT: POS NT/WKND/HOLIDAY	*RA: CP, J H BROWN
42	3284	T30153	301935/003	SHIFT: POS NT/WKND/HOL	
42	3284	T40016	400057/005	SHIFT: POS NT/WKND/HOL	

DEPT	Class	DEPT RQ	CSC RQ	Text following an '*' is for administrative use only !	
				Special Conditions 1	Special Conditions 2
42	3284	T40071	400715/001	SHIFT: POS NT/WKND/HOL	
42	3284	T40071	400715/002	SHIFT: POS NT/WKND/HOL	
42	3284	T40071	400715/003	SHIFT: POS NT/WKND/HOL	
42	3284	T40071	400715/004	SHIFT: POS NT/WKND/HOL	
42	3284	T40071	400715/005	SHIFT: POS NT/WKND/HOL	
42	3284	T40071	400715/006	SHIFT: POS NT/WKND/HOL	
42	3284	T40071	400715/007	SHIFT: POS NT/WKND/HOL	
42	3284	T40071	400715/008	SHIFT: POS NT/WKND/HOL	
42	3284	T40071	400715/009	SHIFT: POS NT/WKND/HOL	
42	3284	T40071	400715/010	SHIFT: POS NT/WKND/HOL	
42	3284	T40071	400715/011	SHIFT: POS NT/WKND/HOL	
42	3284	T40071	400715/012	SHIFT: POS NT/WKND/HOL	
42	3284	T40071	400715/013	SHIFT: POS NT/WKND/HOL	
42	3284	T40071	400715/014	SHIFT: POS NT/WKND/HOL	
42	3284	T40071	400715/015	SHIFT: POS NT/WKND/HOL	
42	3284	T40071	400715/016	SHIFT: POS NT/WKND/HOL	
42	3284	T40071	400715/017	SHIFT: POS NT/WKND/HOL	
42	3284	T40071	400715/018	SHIFT: POS NT/WKND/HOL	
42	3284	T40071	400715/019	SHIFT: POS NT/WKND/HOL	
42	3284	T40071	400715/020	SHIFT: POS NT/WKND/HOL	
42	3284	T40071	400715/021	SHIFT: POS NT/WKND/HOL	
42	3284	T40071	400715/022	SHIFT: POS NT/WKND/HOL	
42	3284	T40071	400715/023	SHIFT: POS NT/WKND/HOL	
42	3284	T40071	400715/024	SHIFT: POS NT/WKND/HOL	
42	3284	T40071	400715/025	SHIFT: POS NT/WKND/HOL	
42	3284	T40071	400715/026	SHIFT: POS NT/WKND/HOL	
42	3284	T40071	400715/027	SHIFT: POS NT/WKND/HOL	
42	3284	T40071	400715/028	SHIFT: POS NT/WKND/HOL	
42	3284	T40071	400715/029	SHIFT: POS NT/WKND/HOL	
42	3284	T40071	400715/030	SHIFT: POS NT/WKND/HOL	
42	3284	T40071	400715/031	SHIFT: POS NT/WKND/HOL	
42	3284	T40071	400715/032	SHIFT: POS NT/WKND/HOL	
42	3284	T40071	400715/033	SHIFT: POS NT/WKND/HOL	
42	3284	T40071	400715/034	SHIFT: POS NT/WKND/HOL	
42	3284	T40071	400715/035	SHIFT: POS NT/WKND/HOL	
42	3284	T40071	400715/036	SHIFT: POS NT/WKND/HOL	
42	3284	T40071	400715/037	SHIFT: POS NT/WKND/HOL	
42	3284	T40071	400715/038	SHIFT: POS NT/WKND/HOL	
42	3284	T40071	400715/039	SHIFT: POS NT/WKND/HOL	
42	3284	T40071	400715/040	SHIFT: POS NT/WKND/HOL	
42	3284	T40071	400715/041	SHIFT: POS NT/WKND/HOL	
42	3284	T40071	400715/042	SHIFT: POS NT/WKND/HOL	
42	3284	T40071	400715/043	SHIFT: POS NT/WKND/HOL	
42	3284	T40071	400715/044	SHIFT: POS NT/WKND/HOL	
42	3284	T40071	400715/045	SHIFT: POS NT/WKND/HOL	
42	3284	T40071	400715/046	SHIFT: POS NT/WKND/HOL	
42	3284	T40071	400715/047	SHIFT: POS NT/WKND/HOL	
42	3284	T40071	400715/048	SHIFT: POS NT/WKND/HOL	
42	3284	T40071	400715/049	SHIFT: POS NT/WKND/HOL	
42	3284	T40071	400715/050	SHIFT: POS NT/WKND/HOL	
42	3284	T40071	400715/051	SHIFT: POS NT/WKND/HOL	
42	3284	T40071	400715/052	SHIFT: POS NT/WKND/HOL	
42	3284	T40071	400715/053	SHIFT: POS NT/WKND/HOL	
42	3284	T40071	400715/054	SHIFT: POS NT/WKND/HOL	
42	3284	T40071	400715/055	SHIFT: POS NT/WKND/HOL	
42	3284	T40071	400715/056	SHIFT: POS NT/WKND/HOL	
42	3284	T40071	400715/057	SHIFT: POS NT/WKND/HOL	
42	3284	T40071	400715/058	SHIFT: POS NT/WKND/HOL	
42	3284	T40071	400715/059	SHIFT: POS NT/WKND/HOL	
42	3284	T40071	400715/060	SHIFT: POS NT/WKND/HOL	
42	3284	T40071	400715/061	SHIFT: POS NT/WKND/HOL	
42	3284	T40071	400715/062	SHIFT: POS NT/WKND/HOL	
42	3284	T40071	400715/063	SHIFT: POS NT/WKND/HOL	
42	3284	T40071	400715/064	SHIFT: POS NT/WKND/HOL	
42	3284	T40071	400715/065	SHIFT: POS NT/WKND/HOL	
42	3284	T40071	400715/066	SHIFT: POS NT/WKND/HOL	
42	3284	T40071	400715/067	SHIFT: POS NT/WKND/HOL	
42	3284	T40071	400715/068	SHIFT: POS NT/WKND/HOL	
42	3284	T40071	400715/069	SHIFT: POS NT/WKND/HOL	

DEPT	Class	DEPT RQ	CSC RQ	Text following an '*' is for administrative use only ! Special Conditions 1	Special Conditions 2
42	3284	T40071	400715/070	SHIFT: POS NT/WKND/HOL	
42	3284	T40071	400715/071	SHIFT: POS NT/WKND/HOL	
42	3284	T40071	400715/072	SHIFT: POS NT/WKND/HOL	
42	3284	T40071	400715/073	SHIFT: POS NT/WKND/HOL	
42	3284	T40071	400715/074	SHIFT: POS NT/WKND/HOL	
42	3284	T40071	400715/075	SHIFT: POS NT/WKND/HOL	
42	3284	T40071	400715/076	SHIFT: POS NT/WKND/HOL	
42	3284	T40071	400715/077	SHIFT: POS NT/WKND/HOL	
42	3284	T40071	400715/078	SHIFT: POS NT/WKND/HOL	
42	3284	T40071	400715/079	SHIFT: POS NT/WKND/HOL	
42	3284	T40071	400715/080	SHIFT: POS NT/WKND/HOL	
42	3284	T40071	400715/081	SHIFT: POS NT/WKND/HOL	
42	3284	T40071	400715/082	SHIFT: POS NT/WKND/HOL	
42	3284	T40071	400715/083	SHIFT: POS NT/WKND/HOL	
42	3284	T40071	400715/084	SHIFT: POS NT/WKND/HOL	
42	3284	T40071	400715/085	SHIFT: POS NT/WKND/HOL	
42	3284	T40071	400715/086	SHIFT: POS NT/WKND/HOL	
42	3284	T40071	400715/087	SHIFT: POS NT/WKND/HOL	
42	3284	T40071	400715/088	SHIFT: POS NT/WKND/HOL	
42	3284	T40071	400715/089	SHIFT: POS NT/WKND/HOL	
42	3284	T40071	400715/090	SHIFT: POS NT/WKND/HOL	
42	3284	T70095	702560/001	SHIFT: POS NT/WKND/HOL	
42	3284	T80007	800510/001	SHIFT: POS NT/WKND/HOL	
42	3284	T80041	805077/001	SHIFT: POS NT/WKND/HOL	
42	3284	T80053	805793/001	SHIFT: POS NT/WKND/HOL	
42	3284	T80054	805794/001	SHIFT: POS NT/WKND/HOL	
42	3284	T80055	805795/001	SHIFT: POS NT/WKND/HOL	LANGUAGE: CANTONESE REQUIRED
42	3284	T90021	904258/001		
42	3302	VENDOR			
42	3302	P3728	406536/000	SHIFT: POS NT/WKND/HOL	
42	3302	P3731	406539/000	SHIFT: POS NT/WKND/HOL	
42	3302	P3732	406540/000	SHIFT: POS NT/WKND/HOL	
42	3302	P3957	602805/000	SHIFT: POS NT/WKND/HOL	
42	3302	T30170	301894/001	SHIFT: POS NT/WKND/HOL	
42	3302	T30188	301946/001	SHIFT: POS NT/WKND/HOL	
42	3302	T40047	400019/001	SHIFT: POS NT/WKND/HOL	AS NEEDED
42	3302	T40047	400019/002	SHIFT: POS NT/WKND/HOL	AS NEEDED
42	3302	T40047	400019/003	SHIFT: POS NT/WKND/HOL	*DEPT TO AUDIT WORK SCHEDULE
42	3302	T40047	400019/004	SHIFT: POS NT/WKND/HOL	AS NEEDED
42	3302	T40090	403079/001	SHIFT: POS NT/WKND/HOL	
42	3302	T40090	403079/002	SHIFT: POS NT/WKND/HOL	
42	3302	T40090	403079/003	SHIFT: POS NT/WKND/HOL	
42	3302	T40090	403079/006	SHIFT: POS NT/WKND/HOL	
42	3302	T40090	403079/007	SHIFT: POS NT/WKND/HOL	
42	3302	T40090	403079/009	SHIFT: POS NT/WKND/HOL	
42	3302	T40090	403079/010	SHIFT: POS NT/WKND/HOL	
42	3302	T40090	403079/018	SHIFT: POS NT/WKND/HOL	
42	3302	T40090	403079/019	SHIFT: POS NT/WKND/HOL	
42	3302	T40090	403079/020	SHIFT: POS NT/WKND/HOL	
42	3302	T40090	403079/021	SHIFT: POS NT/WKND/HOL	
42	3302	T40090	403079/024	SHIFT: POS NT/WKND/HOL	
42	3302	T40090	403079/025	SHIFT: POS NT/WKND/HOL	
42	3302	T60112	602676/001	SHIFT: POS NT/WKND/HOL	
42	3417	GARDENER			
42	3417	P3962	604395/000		
42	3417	P4104	802820/000		
42	7212	AUTOMOTIVE TRANSIT EQUIPMENT SUPERVISOR.			
42	7212	T10009	004549/002	SHIFT: POS NT/WKND/HOL	
42	7214	ELECTRICAL TRANSIT EQUIPMENT SUPERVISOR.			
42	7214	P4048	800223/000	SHIFT: POS NT/WKND/HOL	
42	7280	SEWER REPAIR ASST SUPERINTENDENT			
42	7280	T10012	004546/013	SHIFT: POS NT/WKND/HOL	
42	7280	T10012	004546/112	SHIFT: POS NT/WKND/HOL	
42	7280	T10013	004545/070	SHIFT: POS NT/WKND/HOL	

DEPT	Class	DEPT RQ	CSC RQ	Text following an '!' is for administrative use only ! Special Conditions 1	Special Conditions 2
42	7514	GENERAL LABORER.....			
42	7514	P4245	001336/000	LICENSE: CA DRIVER	*R34:TRANSITION FR. PE TO PERM
42	8280	ENVIRONMENTAL CONTROL OFFICER.....			
42	8280	T10012	004546/014	SHIFT: POS NT/WKND/HOL	
44	RETIREMENT SYSTEM				
44	1626	JUNIOR ACCOUNT CLERK.....			
44	1626	TX90041	905241/001		
45	SOCIAL SERVICES				
45	1404	CLERK.....			
45	1404	P9464	003074/000		
45	1424	CLERK TYPIST.....			
45	1424	P7464	208880/000	SPANISH SPEAKING REQUIRED	
45	1424	P9456	002597/000		
45	1426	SENIOR CLERK TYPIST.....			
45	1426	P9461	002614/000		
45	1842	MANAGEMENT ASSISTANT.....			
45	1842	P9181	903826/000		
45	1842	P9183	903825/000		
45	1920	INVENTORY CLERK.....			
45	1920	P9455	002596/000		
45	2905	SENIOR ELIGIBILITY WORKER.....			
45	2905	P8130	400478/000	LANGUAGE: SPANISH	
45	2905	P8380	501406/000	LANGUAGE: CANTONESE	
45	2905	P9622	104743/000	LANGUAGE: SPANISH	*FLEX STAFF: M WILLIAMS
45	2905	P9780	106791/000	SPANISH SPEAKING REQUIRED	*FLEX STAFF: E HAMILTON
45	2910	SOCIAL WORKER.....			
45	2910	TX10304	106797/001	LIC: CA DRIVER, DMV PRINTOUT	DTD NO EARLIER THAN CERT DATE
47	WATER DEPARTMENT				
47	1842	MANAGEMENT ASSISTANT.....			
47	1842	TX60068	603509/000		
47	5206	ASSOCIATE CIVIL ENGINEER.....			
47	5206	P1260	701636/000		
47	7347	PLUMBER.....			
47	7347	T10251	104609/001		
60	ACADEMY OF SCIENCES				
60	7334	STATIONARY ENGINEER.....			
60	7334	P137	214624/000	SHIFT: ROTATE	
60	7334	P155	208330/000	SHIFT: ROTATE	
60	7334	P171	905854/000	ROTATING SHIFT	

DEPT Class DEPT RQ			CSC RQ		Text following an '*' is for administrative use only ! Special Conditions 1 Special Conditions 2	
74	MEDICAL EXAMINER/CORONER					
74	1440	MEDICAL TRANSCRIBER TYPIST.....				
74	1440	P258	803827/000	ROTATES HOLIDAY & MAY RELIEVE	SWING SHIFTS. AS NEEDED	
74	1440	P259	803939/000	HOLIDAYS/RELIEVES SWING SHIFT	AS NEEDED. ROTATING	
74	1440	P262	002590/000	WORKS NIGHTS & ROTATES HOLIDAY	REL SWING SHIFT. AS NEEDED	
74	1440	P265	102371/000	MUST WORK HOLIDAYS ON ROTATION	REL SWING SHIFT. AS NEEDED.	
74	1440	P266	104540/000	MUST WORK HOLIDAYS & EVENINGS	ROT/REL SWING SHIFT. AS NEEDED	
74	2523	FORENSIC AUTOPSY TECHNICIAN.....				
74	2523	P233	305831/000	ROT SHFT/HOL; ABLE TO LFT BODY	IN EXCESS OF 200 LBS W/ASST	
74	2523	P252	700985/000	ROT SHFT/HOL; ABLE TO LFT BODY	IN EXCESS OF 200 LBS W/ASST	
74	2523	P263	002725/000	ROT SHFT/HOL; ABLE TO LFT BODY	IN EXCESS OF 200 LBS 2/ASST.	
74	2523	T00004	003414/001	ROT SHFT/HOL; ABLE TO LFT BODY	IN EXCESS OF 200 LBS W/ASST.	
74	2580	CORONER'S INVESTIGATOR.....				
74	2580	P196	207312/000	SHIFT: POS NIGHT/WKEND/HOLIDAY	ROT; LFT BODIES IN EXC 125 LBS	
74	2580	P197	209951/000	SHIFT: POS NIGHT/WKEND/HOLIDAY	ROT; LFT BODIES IN EXC 125 LBS	
74	2580	P210	208229/000	SHIFT: POS NIGHT/WKEND/HOLIDAY	ROT; LFT BODIES IN EXC 125 LBS	
74	2580	P230	305077/000	SHIFT: POS NIGHT/WKEND/HOLIDAY	ROT; LFT BODIES IN EXC 125 LBS	
74	2580	P236	403563/000	SHIFT: POS NIGHT/WKEND/HOLIDAY	ROT; LFT BODIES IN EXC 125 LBS	
74	2580	P241	501417/000	SHIFT: POS NIGHT/WKEND/HOLIDAY	ROT; LFT BODIES IN EXC 125 LBS	
74	2580	P245	504345/000	SHIFT: POS NIGHT/WKEND/HOLIDAY	ROT; LFT BODIES IN EXC 125 LBS	
74	2580	P246	504384/000	SHIFT: POS NIGHT/WKEND/HOLIDAY	ROT; LFT BODIES IN EXC 125 LBS	
74	2580	P247	601026/000	SHIFT: POS NIGHT/WKEND/HOLIDAY	ROT; LFT BODIES IN EXC 125 LBS	
74	2580	P253	701997/000	SHIFT: POS NIGHT/WKEND/HOLIDAY	ROT; LFT BODIES IN EXC 125 LBS	
74	2580	P261	903468/000	SHIFT: POS NIGHT/WKEND/HOLIDAY	ROT; LFT BODIES IN EXC 125 LBS	
74	2580	T40044	400091/001	SHIFT: POS NIGHT/WKEND/HOLIDAY	ROT; LFT BODIES IN EXC 125 LBS	
74	2580	T40044	400091/003	SHIFT: POS NIGHT/WKEND/HOLIDAY	ROT; LFT BODIES IN EXC 125 LBS	
74	2580	T40044	400091/004	SHIFT: POS NIGHT/WKEND/HOLIDAY	ROT; LFT BODIES IN EXC 125 LBS	
76	ANIMAL CARE AND CONTROL					
76	3372	ANIMAL CONTROL OFFICER.....				
76	3372	T10005	106739/001	MAYBE REQ'D TO WORK ALL SHIFTS		
78	RECORDER					
78	8108	SENIOR LEGAL PROCESS CLERK.....				
78	8108	P22	405696/000	2 YR EXP PROC LEGAL DOC.	REAL ESTATE TRANS	
78	8108	P25	701061/000	2 YR EXP PROC LEGAL DOC.	REAL ESTATE TRANS	
83	PUBLIC HEALTH CENTRAL OFFICE					
83	1424	CLERK TYPIST.....				
83	1424	P2947	902713/000			
83	1424	P3152	001949/000			
83	1424	P3187	003122/000	POS NT/WKND/HOLIDAY	*R34 TRANSITION FR PE TO PERM	
83	1424	T00047	000671/001	POS NT/WKND/HOLIDAY	*R34 TRANSITION FR PE TO PERM	
83	1424	T10461	106847/001	PART TIME; POS NITE/WKND/HOL		
83	1424	T90479	905677/001	POS NT/WKND/HOL	*R34 TRANSITION FR PE TO PERM	
83	1424	T90508	906404/001	M&TH, 9:30-6:30, TW F 8-5PM	*R34 TRANSITION FR PE TO PERM	
83	1426	SENIOR CLERK TYPIST.....				
83	1426	T10483	106843/001	PART TIME		
83	1426	T10484	106865/000	R-34; EXEMPT EMPLOYMENT OF	SEVERELY DISABLED INDIVIDUAL	
83	1426	T90322	903266/001	SHIFT: POS NT/WKND/HOL	*R34 TRANSITION FR PE TO PERM	
83	1444	SECRETARY I.....				
83	1444	T00073	000758/001			
83	1444	T90331	903267/001			
83	1444	TX00061	001042/001	LANGUAGE: SPANISH	*R34 TRANSITION FR PE TO PERM	

				Text following an '*' is for administrative use only !	
DEPT	Class	DEPT RQ	CSC RQ	Special Conditions 1	Special Conditions 2
83	1736	COMPUTER OPERATOR II.....			
83	1736	T80177	802172/001	TRANSFER OF LEE, SANG	MEDIUM COMPUTERS - RSTS
83	1736	TX80194	802615/001	PCS TRANSFER/ramezes ALFONSO	MEDIUM COMPUTERS - RSTS
83	1822	ADMINISTRATIVE ANALYST.....			
83	1822	TX80351	804381/001		
83	1842	MANAGEMENT ASSISTANT.....			
83	1842	T90468	905639/001		
83	1872	PROGRAMMER ANALYST.....			
83	1872	P2981	902684/000	PCS REAS OF: MA, MAY/BASIC	SHIFT:POS NITE/WEKND/HOLIDAYS
83	1874	SENIOR PROGRAMMER ANALYST.....			
83	1874	F10026	106903/001	COBOL EXPERIENCE	
83	1874	P2983	902718/000	BASIC;SHIFT:POS NITE/WKD/HOLIDY	*PCS REAS:P. WEATHERBEE
83	1874	P2986	902721/000	COBOL;SHIFT:NITE,WEKND/HOLIDY	PCS REAS: M. GILBERTO
83	1874	P2987	902722/000	PCS REAS OF:LA1,LAWRENCE/BASIC	SHIFT:POS NITE/WEKND/HOLIDAYS
83	1874	P3200	003331/000	BASIC	
83	1874	P3242	101517/000	*PCS REAS: PAUL OSBORNE	COBOL
83	1874	T70242	702951/001	*PCS REAS:BARNHART,J.L.	COBOL
83	1877	SUPERVISING SYSTEMS PROGRAMMER.....			
83	1877	T10205	105459/001	TELEPROCESSING REQUIRED	
83	2246	ASSISTANT DIRECTOR CLINICAL SERVICES I..			
83	2246	P2481	602707/000	FORENSIC YOUTH SERVICES	
83	2246	T90382	904875/001	REQ MD/NP/PA/CNS LIC,1YR FOREN	EXP,&1YR ADOL EXP/NITE;WKN;HOL
83	2248	ASSISTANT DIRECTOR CLINICAL SERVICES II.			
83	2248	T90153	904068/001	MENTAL HEALTH PROGRAMS	
83	2320	REGISTERED NURSE.....			
83	2320	P2622	800220/000	JAIL MEDICAL SERVICES	PCS REAS: HAWKINS, HELEN
83	2320	P2901	805934/000	PUB HEALTH PROGRAMS/NITE;WKN;	HOLIDAY *PCS REAS:PAT. GREEN
83	2320	P2945	902068/000	PUBLIC HEALTH PROGRAMS	LANGUAGE: CANTONESE
83	2320	P3047	904159/000	SPE PROG YOUTH/LO:LOG CAB/NITE	WKN;HOL *PCS RA: R. GIARETTO
83	2320	P3198	003367/000	PUB HEALTH PROG/LANG:CAMBODIAN	SHIFT: POS NIGHT/WKEND/HOLIDAY
83	2320	T10487	106883/001	PUBLIC HEALTH PROGRAMS	LANG:CANTONESE;POS NT/WKND/HOL
83	2320	TX10468	106885/001	PUBLIC HEALTH PROGRAMS	
83	2320	TX60323	604171/001	PUBLIC HEALTH PROGRAMS	
83	2320	TX80365	804365/001	PUC HEALTH PROG/NITE/WKND/HOLI	HOME HEALTH CARE EXP REQUIRED
83	2322	HEAD NURSE.....			
83	2322	P2750	801738/000	PUBLIC HEALTH PROGRAMS	
83	2322	T10008	101720/001	PUB HEALTH PROG/NITE/WKND/HOLI	SPECIAL PROG FOR YOUTH SPECTLY
83	2322	TX00090	001464/001	PUC HEALTH PROG/NITE/WKND/HOLI	*PCS REAS: ROBERT WOLTERS
83	2464	SENIOR MICROBIOLOGIST.....			
83	2464	T10488	106842/001	SHIFT: POS NIGHT/WKEND/HOLIDAY	
83	2486	PUBLIC HEALTH ASSISTANT TOXICOLOGIST II.			
83	2486	P3348	106894/000	SHIFT: POS NIGHT/WKEND/HOLIDAY	
83	2585	HEALTH WORKER I.....			
83	2585	P2707	800194/000	LANG: SPANISH	
83	2585	T10471	106884/001	LANGUAGE: SPANISH	SHIFT: POS NIGHT/WKEND/HOLIDAY
83	2585	T80349	804236/001	*PCS REAS:ANA DOUGLAS	NUTRITION PROGRAM
83	2586	HEALTH WORKER II.....			
83	2586	P2720	800379/000	PUBLIC HEALTH PROGRAMS	LANG: CANTONESE
83	2586	T10181	104919/001	CHID&YOUTH SRV/YR EXP HIV/ADO	GAY HLTH SPECTLY;NITE/WKND/HOL
83	2586	T10472	106895/001	HOME HLTH AIDE CERT;PT:19HR/WK	LIC: CA DRIVER;POS NT/WKND/HOL
83	2586	T90345	903712/001	SPANISH; POS NT/WKEND/HOL;CDL;	WK W/HOMELESS & IVDU PATIENTS
83	2587	HEALTH WORKER III.....			
83	2587	T00098	001554/001	HIV EXP;WORKSITE IN SAN BRUNO	LIC:CDL,OWN TRANS.FORENSIC SER
83	2587	TX10475	106840/001	PUBLIC HEALTH PROGRAMS	

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83	2591	HEALTH PROGRAM COORDINATOR II.....				
83	2591	T80459	900212/001	MENTAL HEALTH PROG/SUBST ABUSE	SHIFT: EVENING/OR WKND MEETING PROGRAMS	
83	2591	TX50053	501814/001	PUBLIC HEALTH PROGRAMS/AIDS		
83	2593	HEALTH PROGRAM COORDINATOR III.....				
83	2593	T80373	805049/001	PUBLIC HEALTH PROGRAMS-AIDS		
83	2822	HEALTH EDUCATOR.....				
83	2822	T10197	104094/001	HIV/AIDS STD		
83	2830	PUBLIC HEALTH NURSE.....				
83	2830	T10432	106790/001	SHIFT: POS NIGHT/WKEND/HOLIDAY		
83	2846	NUTRITIONIST.....				
83	2846	T60135	701488/000	#LANG: CANTONESE/MANDARIN, WIC	PROGRAM WAIVER. *R34 WIC PROGRAMS	
83	2846	T60138	601541/001	LANG: SPANISH		
83	2908	HOSPITAL ELIGIBILITY WORKER.....				
83	2908	T10395	106868/001	LANGUAGE: CANTONESE		
83	2908	T10396	106765/001	LANGUAGE: SPANISH		
83	6120	ENVIRONMENTAL HEALTH INSPECTOR.....				
83	6120	P2337	502260/000	SPEC: ENVIRON. HEALTH SVCS.		
83	6120	P2419	600580/000	SPEC: ENVIRON. HEALTH SVCS.		
83	6120	P2668	800176/000	SPEC: ENVIRON. HEALTH SVCS.	*PCS REAS: MAR, ERIC	
83	6120	P2795	802606/000	SPEC: TOXIC CTROL MGMT		
83	6120	P2815	803394/000	SPEC: ENVIRON. HEALTH SVCS.		
83	6120	P2819	803838/000	SPEC: ENVIRON. HEALTH SVCS.		
83	6120	P2837	804155/000	SPEC: ENVIRON. HEALTH SVCS.		
83	6120	T70305	703204/001	SPEC: ENVIRON. HEALTH SVCS.		
83	6120	T80018	800420/001	SPEC: ENVIRON. HEALTH SVCS.		
83	6122	SENIOR ENVIRONMENTAL HEALTH INSPECTOR...				
83	6122	P2079	309370/000	SPEC: ENVIRON HEALTH SVC		
83	6122	P2085	309376/000	SPEC: ENVIRON HLTH SVC		
83	6122	P2086	309377/000	SPEC: ENVIRON HEALTH SVC		
83	6122	P2087	309378/000	SPEC: ENVIRON HEALTH SVC		
83	6122	P2358	505046/000	SPEC: ENVIRON. HEALTH SVCS.		
83	6122	P2359	505047/000	SPEC: ENVIRON. HEALTH SVCS.		
83	6122	P2717	800412/000	SPEC: ENVIRON. HEALTH SVCS.		
83	6122	P2751	801419/000	SPEC: ENVIRON. HEALTH SVCS.		
83	6122	P3046	903991/000	SPEC: ENVIRON. HEALTH SVCS.	*PCS REAS: CHANNING WONG SPECIALTY	
83	6122	P3351	106893/000	ENVIRONMENTAL HEALTH SERVICES		
83	6122	P3352	106892/000	ENVIRONMENTAL HEALTH SPECIALTY		
83	6122	P3353	106891/000	ENVIRONMENTAL HEALTH SPECIALTY		
83	6122	T00216	002575/001	SPEC: ENVIRON. HEALTH SVCS.	*PCS REAS: ANDERSON, LORRAINE	
85	LAGUNA HONDA					
85	1244	SENIOR PERSONNEL ANALYST.....				
85	1244	P-4810	001636/000	*PCS REAS: MARINI, LINDA	CLASSIFICATION	
85	1404	CLERK.....				
85	1404	TX00024	000353/001	HVY LIFT 50LBS;CDL,CLASSB W/	PASS.ENDMT. *R34 FR PE TO PERM	
85	2302	NURSING ASSISTANT.....				
85	2302	P3991	603394/000	SHIFT: POS NIGHT/WKEND/HOLIDAY	LIC: CA DRIVER II/HEAVY LIFT	
85	2302	P4057	700163/000	SHIFT: POS NIGHT/WKEND/HOLIDAY		
85	2302	P4061	700164/000	SHIFT: POS NIGHT/WKEND/HOLIDAY		
85	2302	P4094	701881/000	#SHIFT: POS NIGHT/WKEND/HOL.	LANG: CANT/MANDA; CDL II	
85	2736	PORTER.....				
85	2736	P4569	900922/000	SHIFT: POS NIGHT/WKEND/HOLIDAY	LIC: CDL. *RULE 34 EXEMPT	
85	2760	LAUNDRY WORKER.....				
85	2760	T10084	104460/001	SHIFT: POS NIGHT/WKEND/HOLIDAY		

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85	2920	MEDICAL	SOCIAL WORKER.....		
85	2920	P3558	403322/000	LCSW ELIGIBLE	
85	2920	P4783	000103/000	*PCS REAS: KELLEY CONDON	LCSW ELIGIBLE
86	SAN FRANCISCO GENERAL HOSPITAL				
86	1404	CLERK.....			
86	1404	P5053	213669/000	POS: NIGHT/WKND/HOL	
86	1404	TX80058	801861/001	*PCS REAS: GOMEZ, RAMON	POS NT/WKEND/HOLIDAY; SPANISH
86	1404	TX80064	801860/001	*PCS REAS: STEWART, GEORGE	POS NT/WKEND/HOLIDAY; SPANISH
86	1428	UNIT CLERK.....			
86	1428	P0073	105923/000	LANG: SPANISH	SHIFT: POS NIGHT/WKEND/HOLIDAY
86	1428	P9802	003512/000		
86	1428	T10124	103870/001	LANG: SPANISH	SHIFT: POS NIGHT/WKEND/HOLIDAY
86	1440	MEDICAL	TRANSCRIBER TYPIST.....		
86	1440	P5243	205564/000	SHIFT: POS NIGHT/WKEND/HOLIDAY	
86	1440	T70024	700726/001	SHIFT: POS NIGHT/WKEND/HOLIDAY	PART TIME
86	1440	T90310	903554/001	*PCS REAS: WILBRENE BROWN	POS NIGHT/WKEND/HOLIDAY; P/T
86	1444	SECRETARY I.....			
86	1444	P8891	803272/000	LANG: SPANISH	SHIFT: POS NT/WKEND/HOLIDAY
86	1650	ACCOUNTANT.....			
86	1650	TX10027	101788/001	POS: NIGHT/WEEKEND/HOLIDAY	
86	1853	CONTROL CLERK, EDP.....			
86	1853	P5886	211282/000	SHIFT: POS NIGHT/WKEND/HOLIDAY	
86	2110	MEDICAL	RECORDS CLERK.....		
86	2110	P3928	210259/000	SHIFT: POS NIGHT/WKEND/HOLIDAY	
86	2110	P6001	209602/000	SHIFT: POS NIGHT/WKEND/HOLIDAY	
86	2110	P8720	801617/000	*PCS REAS: GREENLEE, BERTHA	POS NT/WKND/HOL; HVY LFT: 25LBS
86	2110	T-10045	102538/001	SHIFT: POS NIGHT/WKEND/HOLIDAY	HEAVY LIFT: 25LBS; AS NEEDED
86	2110	T10044	102537/001	SHIFT: POS NIGHT/WKEND/HOLIDAY	HEAVY LIFT: 25 LBS; AS NEEDED
86	2110	TX90174	901374/001	*PCS, REAS: FONG, LILY	POS NIGHT/WEEKEND/HOLIDAY
86	2112	MEDICAL	RECORDS TECHNICIAN.....		
86	2112	P6558	213782/000	SHIFT: POS NIGHT/WKEND/HOLIDAY	
86	2112	P8722	801619/000	SHIFT: POS NIGHT/WKEND/HOLIDAY	HVY LFT: 25 LBS.
86	2112	P8723	801618/000	SHIFT: POS NIGHT/WKEND/HOLIDAY	HVY LFT: 25 LBS.
86	2218	PHYSICIAN	ASSISTANT.....		
86	2218	TX90385	904283/001	SHIFT TO BE DETERMINED	
86	2230	PHYSICIAN	SPECIALIST.....		
86	2230	E8665	106832/000	PT: 14HRS/WK	SHIFT: POS NIGHT/WKEND/HOLIDAY
86	2230	E8666	106831/000	PT: 34HRS/WK	SHIFT: POS NIGHT/WKEND/HOLIDAY
86	2230	E8667	106830/000	PT: 34HRS/WK	SHIFT: POS NIGHT/WKEND/HOLIDAY
86	2230	E8668	106829/000	PT: 30HRSWK	SHIFT: POS NIGHT/WKEND/HOLIDAY
86	2273	POST M.D. I.....			
86	2273	F10165	106869/001	SHIFT: POS NIGHT/WKEND/HOLIDAY	
86	2273	F10165	106869/002	SHIFT: POS NIGHT/WKEND/HOLIDAY	
86	2273	F10165	106869/003	SHIFT: POS NIGHT/WKEND/HOLIDAY	
86	2273	F10165	106869/004	SHIFT: POS NIGHT/WKEND/HOLIDAY	
86	2273	F10165	106869/005	SHIFT: POS NIGHT/WKEND/HOLIDAY	
86	2273	F10165	106869/006	SHIFT: POS NIGHT/WKEND/HOLIDAY	
86	2273	F10165	106869/007	SHIFT: POS NIGHT/WKEND/HOLIDAY	
86	2273	F10165	106869/008	SHIFT: POS NIGHT/WKEND/HOLIDAY	
86	2273	F10165	106869/009	SHIFT: POS NIGHT/WKEND/HOLIDAY	
86	2273	F10165	106869/010	SHIFT: POS NIGHT/WKEND/HOLIDAY	
86	2273	F10165	106869/011	SHIFT: POS NIGHT/WKEND/HOLIDAY	
86	2273	F10165	106869/012	SHIFT: POS NIGHT/WKEND/HOLIDAY	
86	2273	F10165	106869/013	SHIFT: POS NIGHT/WKEND/HOLIDAY	

DEPT	Class	DEPT RQ	CSC RQ	Text following an '*' is for administrative use only !	
				Special Conditions 1	Special Conditions 2
86	2273	F10165	106869/014	SHIFT: POS NIGHT/WKEND/HOLIDAY	
86	2273	F10165	106869/015	SHIFT: POS NIGHT/WKEND/HOLIDAY	
86	2273	F10165	106869/016	SHIFT: POS NIGHT/WKEND/HOLIDAY	
86	2273	F10165	106869/017	SHIFT: POS NIGHT/WKEND/HOLIDAY	
86	2273	F10165	106869/018	SHIFT: POS NIGHT/WKEND/HOLIDAY	
86	2273	F10165	106869/019	SHIFT: POS NIGHT/WKEND/HOLIDAY	
86	2273	F10165	106869/020	SHIFT: POS NIGHT/WKEND/HOLIDAY	
86	2273	F10165	106869/021	SHIFT: POS NIGHT/WKEND/HOLIDAY	
86	2273	F10165	106869/022	SHIFT: POS NIGHT/WKEND/HOLIDAY	
86	2275	POST M.D.	II.....		
86	2275	F10155	105937/001	SHIFT: POS NIGHT/WKEND/HOLIDAY	
86	2275	F10167	106870/001	SHIFT: POS NIGHT/WKEND/HOLIDAY	
86	2275	F10167	106870/002	SHIFT: POS NIGHT/WKEND/HOLIDAY	
86	2275	F10167	106870/003	SHIFT: POS NIGHT/WKEND/HOLIDAY	
86	2275	F10167	106870/004	SHIFT: POS NIGHT/WKEND/HOLIDAY	
86	2275	F10167	106870/005	SHIFT: POS NIGHT/WKEND/HOLIDAY	
86	2275	F10167	106870/006	SHIFT: POS NIGHT/WKEND/HOLIDAY	
86	2275	F10167	106870/007	SHIFT: POS NIGHT/WKEND/HOLIDAY	
86	2275	F10167	106870/008	SHIFT: POS NIGHT/WKEND/HOLIDAY	
86	2275	F10167	106870/009	SHIFT: POS NIGHT/WKEND/HOLIDAY	
86	2275	F10167	106870/010	SHIFT: POS NIGHT/WKEND/HOLIDAY	
86	2275	F10167	106870/011	SHIFT: POS NIGHT/WKEND/HOLIDAY	
86	2275	F10167	106870/012	SHIFT: POS NIGHT/WKEND/HOLIDAY	
86	2275	F10167	106870/013	SHIFT: POS NIGHT/WKEND/HOLIDAY	
86	2275	F10167	106870/014	SHIFT: POS NIGHT/WKEND/HOLIDAY	
86	2275	F10167	106870/015	SHIFT: POS NIGHT/WKEND/HOLIDAY	
86	2275	F10167	106870/016	SHIFT: POS NIGHT/WKEND/HOLIDAY	
86	2275	F10167	106870/017	SHIFT: POS NIGHT/WKEND/HOLIDAY	
86	2275	F10167	106870/018	SHIFT: POS NIGHT/WKEND/HOLIDAY	
86	2275	F10167	106870/019	SHIFT: POS NIGHT/WKEND/HOLIDAY	
86	2275	F10167	106870/020	SHIFT: POS NIGHT/WKEND/HOLIDAY	
86	2275	F10167	106870/021	SHIFT: POS NIGHT/WKEND/HOLIDAY	
86	2275	F10167	106870/022	SHIFT: POS NIGHT/WKEND/HOLIDAY	
86	2275	F10167	106870/023	SHIFT: POS NIGHT/WKEND/HOLIDAY	
86	2275	F10168	106871/001	SHIFT: POS NIGHT/WKEND/HOLIDAY	PART TIME: 36 H/WK
86	2275	F10168	106871/002	SHIFT: POS NIGHT/WKEND/HOLIDAY	PART TIME: 36 H/WK
86	2275	F10179	106881/001	SHIFT: POS NIGHT/WKEND/HOLIDAY	PART TIME: 36 HRS/WEEK
86	2277	POST M.D.	III.....		
86	2277	F10156	105936/001	SHIFT: POS NIGHT/WKEND/HOLIDAY	
86	2277	F10156	105936/016	SHIFT: POS NIGHT/WKEND/HOLIDAY	
86	2277	F10170	106872/001	SHIFT: POS NIGHT/WKEND/HOLIDAY	
86	2277	F10170	106872/002	SHIFT: POS NIGHT/WKEND/HOLIDAY	
86	2277	F10170	106872/003	SHIFT: POS NIGHT/WKEND/HOLIDAY	
86	2277	F10170	106872/004	SHIFT: POS NIGHT/WKEND/HOLIDAY	
86	2277	F10170	106872/005	SHIFT: POS NIGHT/WKEND/HOLIDAY	
86	2277	F10170	106872/006	SHIFT: POS NIGHT/WKEND/HOLIDAY	
86	2277	F10170	106872/007	SHIFT: POS NIGHT/WKEND/HOLIDAY	
86	2277	F10170	106872/008	SHIFT: POS NIGHT/WKEND/HOLIDAY	
86	2277	F10170	106872/009	SHIFT: POS NIGHT/WKEND/HOLIDAY	
86	2277	F10170	106872/010	SHIFT: POS NIGHT/WKEND/HOLIDAY	
86	2277	F10170	106872/011	SHIFT: POS NIGHT/WKEND/HOLIDAY	
86	2277	F10170	106872/012	SHIFT: POS NIGHT/WKEND/HOLIDAY	
86	2277	F10170	106872/013	SHIFT: POS NIGHT/WKEND/HOLIDAY	
86	2277	F10170	106872/014	SHIFT: POS NIGHT/WKEND/HOLIDAY	
86	2277	F10170	106872/015	SHIFT: POS NIGHT/WKEND/HOLIDAY	
86	2277	F10170	106872/016	SHIFT: POS NIGHT/WKEND/HOLIDAY	
86	2277	F10170	106872/017	SHIFT: POS NIGHT/WKEND/HOLIDAY	
86	2277	F10170	106872/018	SHIFT: POS NIGHT/WKEND/HOLIDAY	
86	2277	F10171	106873/001	SHIFT: POS NIGHT/WKEND/HOLIDAY	
86	2277	F10178	106880/001	SHIFT: POS NIGHT/WKEND/HOLIDAY	PART TIME: 33 HRS/WEEK
86	2277	F10178	106880/002	SHIFT: POS NIGHT/WKEND/HOLIDAY	PART TIME: 33 HRS/WEEK
86	2279	POST M.D.	IV.....		
86	2279	F10172	106874/001	SHIFT: POS NIGHT/WKEND/HOLIDAY	
86	2279	F10172	106874/002	SHIFT: POS NIGHT/WKEND/HOLIDAY	
86	2279	F10172	106874/003	SHIFT: POS NIGHT/WKEND/HOLIDAY	
86	2279	F10172	106874/004	SHIFT: POS NIGHT/WKEND/HOLIDAY	

DEPT Class DEPT RQ			Text following an 'I' is for administrative use only ! Special Conditions 1		Special Conditions 2
86	2279	F10172	106874/005	SHIFT: POS NIGHT/WKEND/HOLIDAY	
86	2279	F10172	106874/006	SHIFT: POS NIGHT/WKEND/HOLIDAY	
86	2279	F10172	106874/007	SHIFT: POS NIGHT/WKEND/HOLIDAY	
86	2281	POST M.D.	V.....		
86	2281	F10173	106875/001	SHIFT: POS NIGHT/WKEND/HOLIDAY	
86	2281	F10173	106875/002	SHIFT: POS NIGHT/WKEND/HOLIDAY	
86	2281	F10173	106875/003	SHIFT: POS NIGHT/WKEND/HOLIDAY	
86	2281	F10173	106875/004	SHIFT: POS NIGHT/WKEND/HOLIDAY	
86	2281	F10174	106876/001	PART TIME 28.5 HR/WEEK	SHIFT: POS NIGHT/WKEND/HOLIDAY
86	2283	POST M.D.	VI.....		
86	2283	F10175	106877/001	SHIFT: POS NIGHT/WKEND/HOLIDAY	
86	2283	F10175	106877/002	SHIFT: POS NIGHT/WKEND/HOLIDAY	
86	2283	F10176	106878/001	PART TIME: 34 HR/WEEK	SHIFT: POS NIGHT/WKEND/HOLIDAY
86	2283	F10177	106879/001	SHIFT: POS NIGHT/WKEND/HOLIDAY	
86	2305	PSYCHIATRIC	TECHNICIAN.....		
86	2305	P8053	600029/000	SHIFT: POS NIGHT/WEEKEND/HOLIDAY	
86	2312	LICENSED	VOCATIONAL NURSE.....		
86	2312	P4556	210182/000	LANG: SPANISH	
86	2312	T10268	106291/001	SHIFT: POS NT/WKND/HOL	
86	2320	REGISTERED	NURSE.....		
86	2320	P6465	214567/000	LANG: CANTONESE	
86	2320	P6757	213853/000	SIX MOS. EXPERIENCE:NEURSOSURG	
86	2320	P6888	200969/000	NURSERY SPECIALTY	
86	2320	P7174	306504/000	NURSERY SPECIALTY	
86	2320	P8132	601007/000	SHIFT: POS NIGHT/WKEND/HOLIDAY	CRITICAL CARE SPECIALTY
86	2320	P8151	601375/000	EMERGENCY DEPT. SPECIALTY	SHIFT: POS NIGHT/WKEND/HOLIDAY
86	2320	P8152	601376/000	DEPARTMENT SCHEDULE	NURSERY SPECIALTY
86	2320	P8309	700112/000	SHIFT TO BE DETERMINED BY DEPT	
86	2320	P8318	700152/000	SHIFT TO BE DETERMINED BY DEPT	
86	2320	P8324	700123/000	SHIFT TO BE DETERMINED	
86	2320	P8493	702606/000	SHIFT TO BE DETERMINED BY DEPT	
86	2320	P8757	801622/000	*PCS REAS; LARSON, JOSEPH	SHIFT TO BE DETERMINED BY DEPT
86	2320	P8762	801631/000	*PCS REAS; GACULA, LINDA	SHIFT TO BE DETERMINED BY DEPT
86	2320	P9458	904909/000	*PCS REAS; MEDINA, ROBERTO	SHIFT TO BE DETERMINED
86	2320	T00170	002704/001	SHIFT: POS NIGHT/WKEND/HOLIDAY	PART TIME; LANG: SPANISH
86	2320	T00186	002998/001	PART TIME	
86	2320	T10102	103369/001	SHIFT: POS NIGHT/WKEND/HOLIDAY	PART TIME
86	2320	T10168	105731/001	POS: NIGHTS/WKEND/HOLIDAYS;	PART TIME; XW SEE REQ.
86	2320	T30576	309855/001	SHIFT: POS NIGHT/WKEND/HOLIDAY	*XW OBTAIN CERTIF PER RQ MOD
86	2320	T40228	403525/001	PART TIME	
86	2320	T70144	703256/001	PART TIME: 20 HRS WK.:	SHFIT TO BE DETERMINED BY DEPT
86	2320	T80004	800507/001	PART-TIME: 20HRS/WEEK	SHIFT TO BE DETERMINED BY DEPT
86	2320	TX30360	306951/001	LANG: SPANISH	SHIFT: NIGHT/WKED/HOLIDAY
86	2328	NURSE	PRACTITIONER.....		
86	2328	T10244	106683/001	SPECLTY:FAMILY PRACTICE;PT	SHIFT: POS NIGHT/WKEND/HOLIDAY
86	2328	T80120	802641/001	SHIFT: POS NIGHT/WKEND/HOLIDAY	SPEC: FAMILY HEALTH
86	2454	CLINICAL	PHARMACIST.....		
86	2454	P8738	801648/000	*PCS REAS; KAPUSNIK, JOAN	PART TIME 20HR/WK
86	2532	PARAMEDIC			
86	2532	P8978	804096/000	SHIFT: POS NIGHT/WKEND/HOLIDAY	
86	2586	HEALTH WORKER	II.....		
86	2586	P5280	205080/000	LANG: SPANISH	
86	2586	P6894	201540/000	LANG: SPANISH	
86	2586	P6897	201543/000	LANG: CANTONESE	
86	2604	FOOD SERVICE	WORKER.....		
86	2604	P0148	106079/000	SHIFT: POS NIHGT/WKEND/HOLIDAY	
86	2604	T80099	802221/001	SHIFT: POS NIGHT/WKEND/HOLIDAY	PART TIME
86	2604	T80123	802643/001	SHIFT: POS NIGHT/WKEND/HOLIDAY	PART TIME
86	2604	T80124	802644/001	SHIFT: POS NIGHT/WKEND/HOLIDAY	PART TIME

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86	2736	PORTER.....			
86	2736	P9235	903121/000	SHIFT:POST NIGHT/WKEND/HOLIDAY	*R34 EXEMPT EMPLOYMENT SEV DIS
86	2920	MEDICAL SOCIAL WORKER.....			
86	2920	T90240	902060/001	LIC:LCSW;PT 20HR/WK; SPANISH	SHIFT: POS NIGHT/WKEND/HOLIDAY
87		COMMUNITY MENTAL HEALTH			
87	1424	CLERK TYPIST.....			
87	1424	P2744	800978/000	ROTATING WEEKENDS EVERY 6 WKS	POS SEC CLEAR FRO SHERIFF DEPT
87	1426	SENIOR CLERK TYPIST.....			
87	1426	P3243	101520/000	CONSENT DECREE/NITE;WKN;HOLIDY	POS SEC CLEAR FRO SHERIFF DEPT
87	1428	UNIT CLERK.....			
87	1428	P2614	800260/000	POS SEC CLEAR FRO SHERIFF DEPT	
87	1428	P2633	800145/000	*PCS REAS:DUDLEY, MARILOU	POS SEC CLEAR FRO SHERIFF DEPT
87	1428	T80277	804420/001	NITE;WKN;HOL/POS SEC FR SHERIF	LO:SAN BRUNO/POS MAN'D BY C.D.
87	2110	MEDICAL RECORDS CLERK.....			
87	2110	P2974	902750/000	POS SEC CLEAR FRO SHERIFF DEPT	
87	2110	T00140	002209/001	POS SEC CLEAR FRO SHERIFF DEPT	
87	2110	T00141	002208/001	SHIFT: 2:00 - 10:00PM	POS SEC CLEAR FRO SHERIFF DEPT
87	2110	T00142	002207/001	SHIFT: POS NIGHT/WKEND/HOLIDAY	POS SEC CLEAR FRO SHERIFF DEPT
87	2110	T60016	600198/001	SHIFTS: ROTATING	POS SEC CLEAR FRO SHERIFF DEPT
87	2114	MEDICAL RECORDS TECHNICIAN SUPERVISOR...			
87	2114	TX90169	901080/001	POS SEC CLEAR FRO SHERIFF DEPT	
87	2202	DENTAL AIDE.....			
87	2202	P1385	200771/000	POSSESS SEC CLEAR FROM SHERIFF	DEPT
87	2246	ASSISTANT DIRECTOR CLINICAL SERVICES I..			
87	2246	TX00170	001858/001	*PCS REAS: RABIN, JACK	MENTAL HEALTH PROGRAMS
87	2248	ASSISTANT DIRECTOR CLINICAL SERVICES II..			
87	2248	T10005	101741/001	MENTAL HEALTH PROGRAMS	
87	2248	T17471	702254/001	MENTAL HEALTH PROG	
87	2320	REGISTERED NURSE.....			
87	2320	P2756	801512/000	JAIL MED SERV/NITE/WKND/HOLIDY	FEDERAL CONSENT DECREE MANDATE
87	2320	P2833	803918/000	JAIL MED SERV/NITE/WKND/HOLIDY	POS MANDATED BY CONSENT DECREE
87	2320	P2838	804087/000	JAIL MEDICAL SERVICES	SHIFT: POS NIGHT/WKEND/HOLIDAY
87	2320	P2857	804560/000	JAIL MEDICAL SERVICES	SHIFT: POS NIGHT/WKEND/HOLIDAY
87	2320	P2864	805028/000	JAIL MEDICAL SERVICES	SHIFT: POS NIGHT WKEND/HOLIDAY
87	2320	P3346	106834/000	JMS/FORENSIC SERVICES	
87	2320	P3347	106833/000	JAIL MEDICAL SERVICE/FORENSIC	WAIVER;POS NITE/WKND/HOLIDAY
87	2320	T10466	106838/001	JMS/FORENSIC WAIVER	PT:20HRS/WK;POS NITE/WKND/HOL
87	2320	T10467	106837/001	RAPE TREATMENT CT	SHIFT: POS NIGHT/WKEND/HOLIDAY
87	2320	T80170	802179/001	JAIL MED SERV/NITE/WKND/HOLIDY	MANDATED BY SUPERIOR CT. ORDER
87	2320	T80264	803754/001	JAIL MED SERV/SHIFT BY DEPT	POSITION LOCATED IN SAN BRUNO
87	2320	T80267	803756/001	JAIL MED SERV/SHIFT BY DEPT	POSITION LOCATED IN SAN BRUNO
87	2320	T80269	803758/001	JAIL MED SERV/SHIFT BY DEPT	POSITION LOCATED IN SAN BRUNO
87	2320	T80270	803759/001	JAIL MEDICAL SERVICES	SHIFT DETERMINED BY DEPARTMENT
87	2320	T80272	803946/001	JAIL MED SERV/SHIFT BY DEPT	POSITION LOCATED IN SAN BRUNO
87	2320	T80386	804561/001	JAIL MEDICAL SERVICES	SHIFT: POS NIGHT/WKEND/HOLIDAY
87	2320	T80495	806779/001	JAIL MEDICAL SERVICES	SHIFT:POSS NITE/WKEND/HOLIDAYS
87	2320	T80496	806778/001	JAIL MEDICAL SERVICES	SHIFT: POSS NITE/WKEND/HOLIDAY
87	2320	T90068	900291/001	JAIL MED SERV/NITE/WKEND/HOLDY	POSITION LOCATED IN SAN BRUNO
87	2320	T90069	900292/001	JAIL MED SERV/NITE/WKEND/HOLIDY	POSITION LOCATED IN SAN BRUNO
87	2320	TX70257	703210/001	RAPE TREATMENT CENTER	SEE 0317V/9
87	2320	TX70310	703206/001	RAPE TREATMENT CENTER	SEE 0317V/8
87	2322	HEAD NURSE.....			
87	2322	P2637	702869/000	TOM SMITH SUBSTANCE ABUSE	TREATMENT CENTER
87	2322	P2709	703141/000	JAIL MEDICAL SERVICES	SHIFT TO BE DETERMINED BY DEPT

DEPT	Class	DEPT RQ	CSC RQ	Text following an '*' is for administrative use only ! Special Conditions 1	Special Conditions 2
87	2322	T10385	105298/001	UTILIZATION REVIEW/QUALITY	ASSURANCE/NITE/WKND/HOLIDAY
87	2322	T10386	105293/001	UTILIZATION REVIEW/QUALITY	ASSURANCE/NITE/WKND/HOLIDAY
87	2322	T10469	106836/001	FORENSIC WAIVE1;JMS;NT/WKD/HOL	*RA: CP, M ESPERANZA
87	2322	T80294	804202/001	JAIL MED SERV/NITE WKND/HOLIDY	LOC TO BE DETERMINED BY DEPT
87	2350			INSTRUCTOR OF NURSING.....	
87	2350	T10163	103437/001	JAIL MEDICAL SERVICES	*RA:CP, C DAME
87	2409			PHARMACY TECHNICIAN.....	
87	2409	T80304	803761/001	POS SEC CLEAR FRO SHERIFF DEPT	SHIFT BY DEPT/MAND BY CONS DEC
87	2409	T90056	900219/001	POS SEC CLEAR FRO SHERIFF DEPT	
87	2517			JAIL MEDICAL TECHNICIAN.....	
87	2517	P1739	201426/000	POS SEC CLEAR FRO SHERIFF DEPT	
87	2517	P1742	201437/000	POS SEC CLEAR FRO SHERIFF DEPT	
87	2517	P1746	201430/000	POS SEC CLEAR FRO SHERIFF DEPT	
87	2517	P1747	201431/000	POS SEC CLEAR FRO SHERIFF DEPT	
87	2517	P1748	201435/000	POS SEC CLEAR FRO SHERIFF DEPT	
87	2517	P1749	201432/000	POS SEC CLEAR FRO SHERIFF DEPT	
87	2517	P1750	201434/000	POS SEC CLEAR FRO SHERIFF DEPT	
87	2517	P1751	201433/000	POS SEC CLEAR FRO SHERIFF DEPT	
87	2517	T60332	604334/001	POS SEC CLEAR FRO SHERIFF DEPT	SHIFT: POS NIGHT/WKEND/HOLIDAY
87	2586			HEALTH WORKER II.....	
87	2586	P2850	804544/000	MENTAL HEALTH SERVICES	LANG: CANTONESE
87	2586	T10074	102877/001	ESCORT&TRANSP SERV/NITE/WNK/HO	*PCS REAS: ALICE HEIMSOOTH
87	2587			HEALTH WORKER III.....	
87	2587	P2602	801318/000	MENTAL HEALTH PROGRAMS	CAMBODIAN SPEAKING REQUIRED
87	2587	P2721	800460/000	6 MOS EXP CHILD'S PROGRAMS	CHILD & YOUTH SVC
87	2587	P2960	902754/000	MENTAL HEALTH PROG/LIC: CDL	*PCS REAS:FRANCES GEE
87	2587	P2961	902753/000	MENTAL HEALTH PROG/LIC: CDL	*PCS REAS: GLORIA VANEGAS
87	2587	P3259	103213/000	MENTAL HEALTH PROGRAMS	LANGUAGE: VIETNAMESE
87	2587	TX10285	105358/001	MENTAL HEALTH PROG/MON-FRI:	11-BPM *RA: LT; J MACALLISTER
87	2593			HEALTH PROGRAM COORDINATOR III.....	
87	2593	P2654	800346/000	MENTAL HEALTH PROG/ADMINISTRA	PCS REAS: KOEHLER, STAN
87	2593	P2655	800347/000	MENTAL HEALTH PROG/ADMINISTRAT	PCS REAS: BARTO, SHERRY
87	2593	T10458	106522/001	LANG: SPANISH	
87	2593	T80127	801784/001	MENTAL HEALTH PROG/ADMINISTRAT	*PCS REAS: TAUBER, FRANCES S.
87	2920			MEDICAL SOCIAL WORKER.....	
87	2920	P1762	305905/000	SHFT:ROTATE. FEMLE ONLY. EXP:1	YR CHLD/ADOLE PSYCH. CAS/ARC
87	2920	P1765	305902/000	SPEC:FORN SVCS/RAPE TRMT CTR	6 MO EXP SEX ASSAU/NITE/WND/HO
87	2932			SENIOR PSYCHIATRIC SOCIAL WORKER.....	
87	2932	P2731	800724/000	PCS REAS: KO, LILA	LANG: CANTONESE
87	2932	T10459	106867/001	LANGUAGE: SPANISH	
87	2932	T80239	803853/001	SEE 0317V/#22;LANG: CANTONESE	*PCS REAS:MARY TAM MA;FORENSIC
90				PUBLIC WORKS	
90	1402			JUNIOR CLERK.....	
90	1402	TX80151	805119/001	LIC:CDS;LIFT 50LBS;EXTENSIVE	WALK. /*R-34 TRANS:J.MADDOX
90	1426			SENIOR CLERK TYPIST.....	
90	1426	P2115	600791/000	SHIFT; POS NIGHT/WKEND/HOLIDAY	LIC:CA DRIVER *RULE-34
90	1842			MANAGEMENT ASSISTANT.....	
90	1842	TX00109	001425/001	LIC: CA DRIVER	*R34 TRANSITION FR PE TO PERM
90	1872			PROGRAMMER ANALYST.....	
90	1872	P3260	000190/000		
90	2708			CUSTODIAN.....	
90	2708	P3397	003128/000	LIC: CA DRIVER	*R34 TRANSITION FR PE TO PERM

DEPT	Class	DEPT RQ	CSC RQ	Text following an '*' is for administrative use only !	
				Special Conditions 1	Special Conditions 2
90	3417	GARDENER.....			
90	3417	P2371	702635/000		
90	6106	SANITARY ENGINEERING TECHNICIAN.....			
90	6106	T10207	106780/001	ABLE TO WORK IN ASBESTOS	MONITORING & SAMPLING
90	7355	TRUCK DRIVER.....			
90	7355	P3184	904001/000	CDL A/B-TANKER ENDORSE BY 6MO	*R34 TO PCS: G. KURTENBACH
90	7372	STATIONARY ENGINEER, SEWAGE PLANT.....			
90	7372	P3760	106772/000	CERT: GRADE I OR II WASTEWATER	LIC: CA DRIVER
90	7372	SENIOR STATIONARY ENGINEER, SEWAGE PLANT			
90	7373	T10155	106691/001	CWPCA/MTC III OR HIGHER OR	WWTPO GRADE III OR HIGHER
90	7373	T10157	106692/001	WWTPO GRADE III OR HIGHER ONLY	SHIFT: ROTATING
90	7373	T10158	106693/001	WWTPO GRADE III OR HIGHER ONLY	SHIFT: ROTATING
90	7373	T10159	106694/001	WWTPO GRADE III OR HIGHER ONLY	
90	7373	T10160	106695/001	WWTPO GRADE III OR HIGHER ONLY	
90	7373	T10161	106696/001	WWTPO GRADE III OR HIGHER ONLY	SHIFT: ROTATING
90	7373	T10162	106697/001	WWTPO GRADE III OR HIGHER ONLY	
90	7514	GENERAL LABORER.....			
90	7514	P0659	202312/000	B/CDL;SHIFT: POS NIGHT/WKEND/	HOL. *R34 FR PE TO PERM
90	7514	P1533	405934/000	SHIFT:POS NIGHT/WKEND/HOLIDAY;	CDL. *R34 FR PE TO PERM
91		PURCHASER			
91	1402	JUNIOR CLERK.....			
91	1402	T60010	601688/000		
91	1404	CLERK.....			
91	1404	T00010	001426/001	HVY LFT (70 LBS); LIC: CDL;	SHIFT: POS NIGHT/WKEND/HOL
91	1404	T10019	103852/001	HVY LFT (70 LBS);LIC:CDL;	SHIFT: POS NIGHT/WKEND/HOL
91	1630	ACCOUNT CLERK.....			
91	1630	TX80029	804890/001	DRIVERS LIC	
91	1720	DATA ENTRY OPERATOR.....			
91	1720	T40058	405936/001		
91	1760	OFFSET MACHINE OPERATOR.....			
91	1760	P1388	302671/000	HVY LIFTING (70 LBS)	SHIFT: POS NIGHT/WKEND/HOLIDAY
91	1760	P1462	401807/000	HVY LIFTING (70 LBS)	SHIFT: POS NIGHT/WKEND/HOLIDAY
91	1760	T10003	101280/001	HVY LIFTING (70 LBS)	
91	1760	T60019	602176/001	HVY LIFTING (70 LBS)	SHIFT: POS NIGHT/WKEND/HOLIDAY
91	1952	PURCHASER.....			
91	1952	P1580	603872/000		
91	1956	SENIOR PURCHASER.....			
91	1956	P1577	603744/000		
91	7313	AUTOMOTIVE MACHINIST.....			
91	7313	P1348	201915/000	SHIFT: GRAVEYARD & SWING	
91	7313	P1351	201916/000	SHIFT: GRAVEYARD & SWING	
91	7313	P1360	213841/000	SHIFT: GRAVEYARD & SWING	
91	7313	P1500	405294/000	SHIFT: GRAVEYARD & SWING	
91	7313	P1718	903144/000	SHIFT: GRAVEYARD & SWING	
91	7313	P1784	101283/000	SHIFT: GRAVEYARD & SWING	
91	7313	P870	209065/000	SHIFT: GRAVEYARD & SWING	
91	7313	T10005	101455/001	SHIFT: GRAVEYARD & SWING	
91	7381	AUTOMOTIVE MECHANIC.....			
91	7381	P1465	402116/000	SHIFT: GRAVEYARD & SWING	CERTL CA SMOG TESTING
91	7381	P1493	405350/000	SHIFT: GRAVEYARD & SWING	
91	7381	TX80007	801045/001	SHIFT: GRAVEYARD & SWING	

DEPT	Class	DEPT RQ	CSC RQ	Text following an '*' is for administrative use only ! Special Conditions 1	Special Conditions 2
91	7410	AUTOMOTIVE SERVICE WORKER.....			
91	7410	P1216	214562/000	SWING	
91	7410	P1426	308235/000	SWING	
91	7410	P1470	402447/000	SWING	
91	7410	T80026	804634/001	SWING	

— End of Report —

San Francisco Civil Service Commission
Requests for Exception to the Order of Layoff

- DENIALS -

Codes: A - Not on a prior examination announcement/eligible list
 B - No historical documentation submitted by department
 C - Insufficient historical documentation submitted by department
 D - It is reasonable to expect employees in this class to obtain this skill through on-the-job training.
 E - Bilingual; determination made by the Equal Employment Opportunity (EEO) Unit as not justified
 F - Other (No documentation submitted. Not on previous announcement.)

<u>Department</u>	<u>Class</u>	<u>Dept. Rq. #</u>	<u>CSC Rq. #</u>	<u>Name</u>	<u>Request</u>	<u>Analysis</u>
78 Recorder	1426	P14	402733/000	Kim	Exp in interpreting & indexing legal documents	A,D
	1426	P34	503645/000	Sanchez	" "	A,D
	1426	T50001	500437/001	Ahumada-Perez	" "	A,D
	1426	P0002	000650/000	Catalan-Cordona	" "	A,D
85 DPH-LHH	1424	P5005	105363/001	Brown,Fette	CDL	F
86 DPH-SFGH	1242	TX10131/DP	104799		Pos:Nights/Weekends/Holidays	A,C
	2586	TX10284			Pos:Nights/Weekends/Holidays Spec:Escort & Transport Svc.	B
	1404	P4997	210815/000	Intal	Pos:Nights/Weekends/Holidays	B
	1428	P7666	404505/000	Rubio- Deorellana	Pos:Nights/Weekends/Holidays	B
91 Purchasing	7313	T40001	400146/001	Pullin	Add motorcycle mech exp.	A,B
	7313	P1419	307067/000	Hutzler	" "	A,B
	7381	P1218	209124/000	Breslin	" "	A,B,D
	1862	TX10015	103085/001	Wise	Add 3 yrs mgmt of Purch Syst.	D



MEMORANDUM

DOCUMENTS SECT.

JUN 1 1992
SAN FRANCISCO
PUBLIC LIBRARY

Date: May 29, 1992

To: Appointing Officers
Personnel Officers
Employee Organizations

From: Albert C. Walker,
General Manager, Personnel

PUBLIC LIBRARY
CIVIC CENTER BRANCH
DOCUMENTS SECTION
1 ML (54) BOX 41

SUBJECT: ADDENDUM TO CIVIL SERVICE COMMISSION REPORT DISTRIBUTED
MAY 22, 1992:

AUTHORIZATION FOR REQUISITIONS WITH SPECIAL CONDITIONS
APPROVED AS EXCEPTIONS TO THE ORDER OF LAYOFF:

Attached is an addendum to Civil Service Commission report Log #4751-92 including items, which as a result of clerical omission, were not reflected in the original report distributed May 22, 1992. For your information, a verbatim restatement follows of the policy and procedures for authorization for requisitions with special conditions approved as exceptions to the order of layoff, as contained in my May 22 memorandum that was attached to the original report.

In general, layoffs are administered strictly by order of seniority within each class, as detailed in Civil Service Commission Rule 32 - Layoff and Involuntary Leave. Rule 32, however, does permit exceptions to the order of layoff (EOLs) for "persons appointed to positions requiring special qualifications or skills" as approved by the Civil Service Commission.

Over the past few years, requests for EOLs have been analyzed as they were requested by the departments with the Commission routinely reviewing EOLs at each of its meetings. These EOLs are now in place and reflected in the Departmental Seniority Roster. However, based on a recent review of the Departmental Seniority Rosters by each department, there have been a number of additional requests to amend Departmental Seniority Rosters to add or modify EOLs. These requests have been reviewed by staff and are scheduled to be considered by the Civil Service Commission at its meeting of June 15, 1992.

This attached addendum report on Authorization for Exceptions to the Order of Layoff summarizes all requests for additions or modifications to EOLs recently made by departments and provides staff recommendations for approval or denial of such requests. In order that as many actions as possible may be considered by the Commission at one meeting, it is requested that all parties with an interest in these EOLs review the attached report as soon as possible.

If employee organization representatives wish to meet and confer with departmental officials regarding specific proposed additions or changes to existing requisitions, the organization must notify the relevant departments as soon as possible, but no later than close of business on Friday, June 5, 1992. Unless notified, the Civil Service Commission will proceed with its consideration of the staff's recommendations on Monday, June 15, 1992. Attached is a list of departmental liaisons for layoff purposes. Please contact the individual listed directly.

The departmental personnel officers or designated representatives must be prepared to meet and confer with union representatives on the impact of recommendations for EOLs and, if necessary, must also notify the Civil Service Commission staff immediately so that the individual requests may be severed from the report. Any severed items will be calendared at a future meeting of the Civil Service Commission, if finally recommended. If requests to meet and confer will delay consideration of the EOL request for the Civil Service Commission meeting of June 15, 1992, the departmental liaison must call Janice Fukuda, Coordinator, or Susan Hockey, Assistant Coordinator, of the Layoff Processing Team (LOPT) at 557-4941 and 557-4922, respectively, and indicate which requests will be affected no later than close of business, Monday, June 8, 1992.

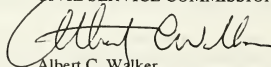
Unless severed for future determination, Commission staff will make recommendations regarding approval and denial of requested EOLs for Civil Service Commission review on the June 15 regular calendar. Inspection of the supporting documents on items included in this report may be done at the Civil Service Commission Information Center, 44 Gough Street, First Floor Lobby, during the hours of 8:30 a.m. to 4:30 p.m. on May 28 and May 29 and June 1 through June 3, 1992.

Following Civil Service Commission action, copies of the reconciled Departmental Seniority Roster with all approved EOLs will be available for review by employees in each City and County department. Contact the departmental liaison to determine the availability and location of the Rosters.

In addition, the Citywide Seniority Roster and the Departmental Seniority Rosters for each department are now available for public inspection at the Civil Service Commission Information Center, First Floor Lobby, 44 Gough Street. These documents will be updated on a regular basis. Action taken by the Civil Service Commission on June 15 will not be reflected in the Rosters until late June.

Finally, it is important to note that an EOL insulates a position and not an employee. Once Citywide bumping commences, an approved EOL will guarantee that whoever occupies the position, whether the incumbent or a person bumping into the position, meets the Special Condition. It is Civil Service Commission policy not to honor any requests for EOLs once interdepartmental bumping occurs. Requests for any new EOLs will not be honored without the express approval of the General Manager, Personnel. All such requests will require submission of written documentation from the appointing officer to the General Manager, Personnel, justifying such a request. In extraordinary circumstances, approval may be tentatively granted by the General Manager, Personnel on a case-by-case basis and then forwarded to the Civil Service Commission for ratification. In all cases, departmental personnel must be prepared to notify employee organizations of the requested EOL and to meet and confer if requested by the employee group.

CIVIL SERVICE COMMISSION



Albert C. Walker
General Manager, Personnel

ACW/sfm
Attachments(2)
01960

DEPARTMENTS AND DEPARTMENT COORDINATORS FOR LAYOFF PURPOSES

DEPARTMENT	NAME OF LIAISON	TELEPHONE	FAX
ACADEMY OF SCIENCES	Dolores Rogers	750-7212	750-7346
Cal Acad Science(GGP)			
ADULT PROBATION	Donna Marion	553-1689	553-1717
850 Bryant Rm 200			
AGRICULTURE/WEIGHTS & MEASURES	Evan Weeth	285-5010	285-8776
501 Army #109A			
AIRPORT	Vernon Nulph	761-0800X2187	876-2170
SF Airport Main Ter			
ANIMAL CARE AND CONTROL	Carl Friedman	554-9411	554-9424
1200 15th Street			
ART COMMISSION	Maya Rath	554-9671	621-3868
45 Hyde #319			
ASIAN ARTS MUSEUM	Valerie Pechenik	668-8921	668-8928
Asian Arts Museum(GGP)			
ASSESSOR	Lena Wong	554-5506	554-7151
City Hall Rm 101			
BOARD OF SUPERVISORS	John Taylor	554-7707	554-5163
City Hall Rm 235			
CHIEF ADMINISTRATIVE OFFICER	Joan Lubamersky	554-4859	554-4047
City Hall Rm 289			
CITY ATTORNEY	John Johnston	554-4286	554-7716
City Hall Rm 206			
CITY PLANNING	Donna Kishi	558-6414	558-6409
450 McAllister #604			
CIVIL SERVICE	Carol Sam	554-4747	554-4714
City Hall Rm 153			
COMMISSION ON THE AGING	David Ishida	864-6051	864-3991
25 Van Ness #650			
COMMISSION ON STATUS OF WOMEN	Sharon Johnson	252-2570	431-5764
1170 Market #600			
COMMUNITY COLLEGE DISTRICT	Gilbert Lopez	241-2252	241-2335/6
33 Gough			
CONTROLLER	John Burke	554-7578	554-7466
City Hall Rm 109H			
CONVENTION FACILITIES MGMT	Joan Lubamersky	554-4859	554-4047
City Hall Rm 289			
COUNTY CLERK	Jan Bixler	554-6985	554-6434
City Hall Rm 313			
DISTRICT ATTORNEY	Bridget Bane	553-1895	553-9054
850 Bryant Rm 325			
ELECTRICITY	Dan McFarland	550-2720	550-2705
901 Rankin			
FINE ARTS MUSEUMS	Debbie Albuquerque	750-3673	750-7692
DeYoung Museum (GGP)			
FIRE (uniformed)	Richard Seyler	861-8000X265	929-1058
260 Golden Gate #314			
FIRE (non-uniformed)	Ray Connors	86108000X307	929-1058
260 Golden Gate #204			
GOVERNMENTAL SERVICES	Joan Lubamersky	554-4859	554-4047
City Hall Rm 289			
RECORDER	Bruce Jamison	554-4174	554-4179
City Hall Rm 158			
REGISTRAR	Germaine Wong	554-4390	554-4047
City Hall Rm 167			
PUBLIC ADMINISTRATOR/GUARDIAN	Ricardo Hernandez	554-1164	554-1166
25 Van Ness #200			
HEALTH SERVICES	Randall Smith	554-1700	554-1721
1155 Market 3rd Flr			
HUMAN RIGHTS	Ed Lee	252-2500	431-5764
1170 Market 5th Flr			
JUVENILE PROBATION	Patricia Grice	753-7560	753-7557
375 Woodside #202			
LIBRARY	Kenneth Dowlin	557-4235	557-4252
45 Hyde			
MAYOR	Teresa Serata	554-6117	554-6160
City Hall Rm 200			
MEDICAL EXAMINER/CORONER	Roy Matson	553-1699	553-1650
850 Bryant - North Terrace			
MUNICIPAL COURT	Gordon Park-Li	554-4515	554-4508
City Hall Rm 301			
OFFICE OF CITIZENS' COMPLAINTS	Alfreda Davis-Porter	553-1407	553-1192
555 7th Street			

PARKING AND TRAFFIC	Alice Villagomez	554-9832	554-9834
25 Van Ness #410			
PERMIT APPEALS	Kathy Johnson	554-6720	(No Fax)
City Hall Rm 154A			
POLICE	Lt. Melinda Penge1	553-9152	553-1998
850 Bryant Rm 568			
PORT	Nancy Woo	274-0422	274-0583
Ferry Bldg Rm 3023			
PUBLIC DEFENDER	Sharon Christensen	863-4965	553-9810
555 7th Street			
PUBLIC HEALTH	Edward Gazzano	554-2580	554-2622
101 Grove Rm 212	"	"	"
PUBLIC HEALTH - CENTRAL OFFICE	"	"	"
101 Grove Rm 212	"	"	"
PUBLIC HEALTH - CMH	"	"	"
101 Grove Rm 212	"	"	"
PUBLIC HEALTH - LH	"	"	"
101 Grove Rm 212	"	"	"
PUBLIC HEALTH - SFGH	"	"	"
101 Grove Rm 212			

(CONTACT ANDREA GOURDINE ONLY IF KATHY OR KATE CANNOT BE REACHED)

PUBLIC UTILITIES	Kathy Murray	554-1631	554-1678
1155 Market 8th Flr			
PUC - HETCH HETCHY	Kathy Murray	"	"
1155 Market 8th Flr			
PUC - MUNICIPAL RAILWAY	Kate Favetti	"	"
1155 Market 8th Flr			
PUC - WATER	Kathy Murray	"	"
1155 Market 8th Flr			
PUC - LIGHT, HEAT AND POWER	Kathy Murray	"	"
1155 Market 8th Flr			
PUBLIC WORKS	Tammy Wong	554-6011	554-6025
1170 Market 7th Flr			
CLEAN WATER PROGRAM	Tammy Wong	554-6011	554-6025
1170 Market 7th Flr			
PURCHASER	Ara Minasian	554-6215	554-6717
City Hall Rm 270			
REAL ESTATE	Dan Kennedy	554-9857	552-9216
25 Van Ness Rm 400			
RECREATION AND PARKS	Marsha Ramirez	666-7060	668-3330
McLaren Lodge(GGP)			
RENT ARBITRATION BOARD	Joe Grubb	554-9558	554-9562
25 Van Ness Rm 320			
RETIREMENT	Jacqueline Pun	554-1584	552-7880
1155 Market 2nd Flr			
SHERIFF	Sgt. Fred Arquilla	554-7215	554-7050
City Hall Rm 333			
SOCIAL SERVICES	Mary Smith	557-5570	431-9270
170 Otis 5th Flr			
SUPERIOR COURT	Jan Bixler	554-6985	554-6434
City Hall Rm 313			
TREASURER/TAX COLLECTOR	Richard Sullivan	554-4469	554-7121
City Hall Rm 107			
UNIFIED SCHOOL DISTRICT	Kin Gee	241-6025	741-6482
135 Van Ness Rm 105			
WAR MEMORIAL	Shong Tay	621-6600	621-5091
401 Van Ness Rm 110			

CIVIL SERVICE COMMISSION
STAFF REPORT - SUMMATION

1. Subject: REVIEW OF PERSONNEL REQUISITIONS WITH SPECIAL QUALIFICATIONS OR SKILLS AND AUTHORIZATION FOR EXCEPTION TO THE ORDER OF LAYOFF.
2. Source: Staff
3. Reason for Request: The Civil Service Commission must approve all Exceptions to the Order of Layoff. This addendum report includes items which, as a result of clerical omission, were not reflected in report.
4. Staff Analysis: It is anticipated that there may be layoffs due to the budget shortfall. These layoffs will be administered strictly by order of seniority within each classification, with the exception of those positions requiring special qualifications or skills. This report concerns staff approval or denial of requests made by departments for such special qualifications or skills.
5. Recommendation: ADOPT STAFF REPORT.
6. Notify: All Appointing Officers
Departmental Personnel Officers
Employee Organization Representatives

cc: Mr. Mickins
Ms. Donovan
Mr. Munson
Mr. Rios
Ms. Uyehara
Mr. Walker
Ms. Sam
Mr. Rothman
Mr. Wong
Ms. Hogan-Jackson
Ms. Lee
Ms. Fukuda

To: The Honorable Civil Service Commission

Through: Albert C. Walker, General Manager, Personnel

From: Staff

Subject: REVIEW OF PERSONNEL REQUISITIONS WITH SPECIAL QUALIFICATIONS OR SKILLS AND AUTHORIZATION FOR EXCEPTION TO THE ORDER OF LAYOFF.

RECOMMENDATION: ADOPT STAFF REPORT.

With an anticipated reduction in the work force, the layoff provisions of Civil Service Commission Rule 32 will govern the basic procedures to be followed. Rule 32 does permit an exception to the order of layoff (EOL) for "persons appointed to positions requiring special qualifications of skills" as approved by the Civil Service Commission. In order to administer this provision in an orderly and expeditious manner, all departments were requested to review the EOL rosters and to report any changes to the special qualifications or skills information shown on their rosters.

The special condition changes now being requested include: deletions wherever the special qualifications no longer apply; additions of previously-approved special qualifications which were not reflected on the roster; and new requests. This report summarizes all requests for action made by departments and staff recommendations for approval or denial of such requests.

The first section of the report includes staff recommendations for approval of requested special conditions. Staff's recommendation is based upon submission by the departments of evidence of the need for a special qualification or skill. Such evidence normally consists of one or more of the following:

- A. Provision of an examination announcement/eligible list.
- B. A special qualification or skill previously approved on a personnel requisition or requisition modification.
- C. A special qualification or skill previously authorized by letter from the Civil Service Commission staff.
- D. Submission of copies of historical documents indicating the prior existence of the special qualification or skill.
- E. Specific legal requirements requiring the special qualification or skill (such as licensing requirements).

Exceptions to the Order of Layoff for which staff have determined that requested special conditions are not warranted and for which denial of the request is recommended are contained in the second section of the report. Staff have recommended denials where one or more of the following conditions exists and have coded such denials as follows:

- A. Not on a prior examination announcement/eligible list.
- B. No historical documentation submitted by department.
- C. Insufficient historical documentation submitted by department.
- D. It is reasonable to expect employees in this class to obtain this skill through on-the-job training.
- E. Other(specified).

To expedite the reconciliation of the EOL roster and any appeals of staff's recommendations, staff prepared and distributed copies of the report, and, by memorandum, invited appointing officers, personnel officers, and representatives of employee organizations to review all recommended actions; to inspect supporting documentation; and, where appropriate, to request to meet and confer on the impact of such recommendations.

Any requisitions for which meet and confer requests were received by staff within the specified time period have been severed from this report to be heard at a future meeting of the Civil Service Commission. It is therefore respectfully requested that the Civil Service Commission adopt this addendum report and that all recommended actions be approved.

Respectfully submitted,

Albert C. Walker
General Manager, Personnel

ACW/JRF-SRH
01990

City and County of San Francisco - Civil Service Commission
 Personnel Requisitions : REQ 3.64
 Commission Report of Proposed Exceptions to the Order of Layoff
 Detail by Department, Class and Requisition Number

Generated May 29, 1992

at 8:01 AM

DEPT	Class	DEPT RQ	CSC RQ	Text following an '*' is for administrative use only !	
				Special Conditions 1	Special Conditions 2
09	CONTROLLER				
09	1652	SENIOR ACCOUNTANT.....			
09	1652	T80019	802980/001	LOCATION: AIRPORT	
12	JUVENILE PROBATION DEPARTMENT				
12	8321	COUNSELOR-BOYS' RANCH SCHOOL.....			
12	8321	P1018	214096/000	LOCATION: LA HONDA	
42	RECREATION AND PARK COMMISSION				
42	3214	SENIOR SWIMMING INSTRUCTOR.....			
42	3214	P2513	213388/000	SHFT: POS NITE/WKND/HOL	
42	3214	P3375	201204/000	SHFT: POS NITE/WKND/HOL	
42	3284	RECREATION DIRECTOR.....			
42	3284	P1263	211248/000	SHFT: POS NITE/WKND/HOL	
42	3284	P1725	212106/000	POS: NITE/WKND/HOL	
42	3284	P1791	213313/000	SHFT: POS NITE/WKND/HOL	
78	RECORDER				
78	8108	SENIOR LEGAL PROCESS CLERK.....			
78	8108	P21	405400/000	2 YR EXP PROC LEGAD DOC REAL	ESTATE TRANS
78	8108	P7801	805113/000	2YR EXP PROC LEGL DOC.R ESTATE	TRANS *PCS REAS:A.B00NLAING

--- End of Report ---

ADDENDUM TO REPORT LOG NO# 4751-92



MEMORANDUM

DOCUMENTS DEPT.

JUN 16 1992

SAN FRANCISCO
PUBLIC LIBRARYPUBLIC LIBRARY
CIVIC CENTER BRANCH
DOCUMENTS SECTION
1 ML (54) BOX 41

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192

Date: June 12, 1992

To: Appointing Officers
Departmental Personnel Officers
Payroll and Personnel Clerks

From: Albert C. Walker
General Manager, Personnel

Subject: Oral Authorizations for Non-Civil Service Appointments
in Classes with Potential Layoffs

The Civil Service Commission (CSC) has received notices from departments of layoffs to be effected shortly. Also, the CSC's Layoff Processing Team (LOPT) has surveyed departments and determined that additional layoffs are anticipated. The LOPT will be processing the layoffs and will determine if employees have rights to positions in other departments through "bumping" or reinstatement and will be establishing holdover rosters as necessary.

For this reason, please be alerted that requests for oral authorizations (OAs) for non-civil service (NCS) appointments in classifications where layoffs are anticipated or where there are holdovers may not be granted. OAs in classes with potential layoffs may be granted on a short-term conditional basis. OAs in classes with holdover rosters will be granted only in cases of emergency in order to prevent the disruption of services and only until a holdover is certified and reports for work. NCS appointees may be potentially displaced in the immediate future by the certification of laid off employees.

Please contact the CSC Certification Unit at 554-4352 concerning holdover rosters, the CSC Equal Employment Opportunity/Affirmative Action (EEO/AA) Division at 554-4737 concerning OAs, and the CSC LOPT Coordinator Janice Fukuda or Assistant Coordinator Susan Hockey at 557-4926 regarding potential layoffs.

Your continued cooperation during this period is appreciated and will greatly assist the CSC in processing layoffs with minimal disruption.

CIVIL SERVICE COMMISSION

A handwritten signature in cursive script, appearing to read "Albert C. Walker".

Albert C. Walker
General Manager, Personnel

0781C



MEMORANDUM

PUBLIC LIBRARY
CIVIC CENTER BRANCH
DOCUMENTS SECTION
1 ML (54) BOX 41

DATE: June 19, 1992

TO: City and County of San Francisco Appointing Officers
Superintendent of Schools, S.F. Unified School District
Chancellor, S.F. Community College District
Personnel Officers
Departmental Layoff Liaisons
Payroll and Personnel Clerks
Employee Organizations

DOCUMENTS DEPT.

JUN 23 1992

SAN FRANCISCO
PUBLIC LIBRARY

FROM: Albert C. Walker
General Manager, Personnel

SUBJECT: POLICY FOR NOTIFYING EMPLOYEES AND THE CIVIL SERVICE
COMMISSION OF LAYOFFS

The Mayor has established July 31, 1992 as the uniform date for City and County employee layoffs caused by Fiscal Year 1992-93 budgetary reductions. Consequently, in order to conform to contract provisions requiring advance notice of thirty (30) calendar days to employees in certain bargaining units and to ensure that a standard of fairness is maintained in matters affecting all employees, employees to be laid off on July 31 must be notified on or before July 1, 1992. Departments or School Districts effecting layoffs with an effective date earlier than July 31 may adversely impact the rights of more senior employees in the affected agency or in other City and County departments or in the School Districts. It is critical that all layoffs of Civil Service employees throughout City and County government and the School Districts occur simultaneously.

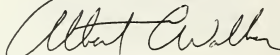
It is, therefore, requested that layoffs in all City and County departments and both School Districts be effective July 31 and that affected employees be notified as soon as possible but no later than July 1. Civil Service Commission (CSC) copies of the layoff notices (Separation Reports) must be submitted to the CSC Assistant Secretary's Office, Room 153 City Hall, as soon as possible but no later than 5:00 p.m., July 3, 1992. Any layoff notices to be effective on July 31 but received in advance of the July 3 deadline will greatly assist CSC staff and facilitate separation and reemployment processing. Departments failing to submit the required documents in accordance with this directive will delay the processing of layoffs and will impact all affected departments and School Districts.

If all layoff notices are submitted by July 3, CSC staff will make every effort during the month of July to determine any reemployment rights of laid off employees and to identify available positions to which they can report in early August. Laid off employees must be informed that there may be delays, but that every effort will be made to return them to work as soon as possible after the effective date of the layoffs.

June 19, 1992

As information regarding specific layoffs becomes known to you between now and the submission of the layoff notices, please convey this to the Layoff Processing Team (LOPT) analyst assigned to serve as liaison to your department. A copy of the list of LOPT assignments is attached. CSC staff will endeavor to work closely with departmental staff to effect as smooth and equitable a layoff process as possible. Any advance information provided will assist the CSC in planning and anticipating volume, so that an appropriate level of staffing can be assured in the CSC units most affected by the processing of layoffs and in the withholding of certifications of eligibles, assessing examination and classification needs. If you have any questions, please call the LOPT Analyst assigned to your department.

CIVIL SERVICE COMMISSION



Albert C. Walker
General Manager, Personnel

ACW/sfm

Attachment

DEPARTMENTAL ASSIGNMENTS BY LOPT TEAMS

TEAM 1 ANN TINLING 557-4931 AND CAROLE VAN DYKE - 557-4940

ANN TINLING

Academy of Sciences
Art Commission
Asian Art Museum
Assessor
City Planning
Controller
County Agriculture
Electricity
Fine Arts Museums
Library
Public Admin./Guardian
Purchaser
Real Estate
Recorder
Registrar
Rent Arbitration
Treasurer/Tax Collector
War Memorial

CAROLE VAN DYKE

Commission on Aging
Commission on Status of Women
Health Service System
Human Rights Commission
Medical Examiner/Coroner
Public Health
 Central Office
 Community Mental Health
 Laguna Honda
 San Francisco General Hospital
Retirement

TEAM 2 MIKE CASEY AND CLARICE CLARKE - 557-4930

MIKE CASEY

Community College District
Port
Public Works
S.F. Unified School District

CLARICE CLARKE

Airport
Public Utilities Commission
 - Municipal Railway
 - Hetch Hetchy
 - Light, Heat & Power
Social Services
Water

TEAM 3 TOM GOTUACO AND NOEMI HINAJON - 557-4938

TOM GOTUACO

Adult Probation
City Attorney
District Attorney
Juvenile Probation
Municipal Court
OCC (Office of Citizen Complaints)
Police
Public Defender
Sheriff
Superior Court

NOEMI HINAJON

Animal Care & Control
County Clerk
Fire
Law Library
Parking & Traffic
Permit Appeals
Recreation & Park

TEAM 4 SUSAN HOCKEY - 557-4922

Board of Supervisors
Chief Administrative Officer
Civil Service Commission
Convention Facilities Mgmt.
Mayor's Office

LOPT FAX: 557-4926

LOPT COORDINATOR: Janice Fukuda
ASST. LOPT COORDINATOR: Susan Hockey

SF
C 65
#72

Log No. # 6000-92
Date: July 8, 1992

CIVIL SERVICE COMMISSION
STAFF REPORT - SUMMATION

1. Subject: REVIEW OF PERSONNEL REQUISITIONS WITH SPECIAL QUALIFICATIONS OR SKILLS AND AUTHORIZATION FOR EXCEPTION TO THE ORDER OF LAYOFF.
2. Source: Staff
3. Reason for Request: The Civil Service Commission must approve all Exceptions to the Order of Layoff.
4. Staff Analysis: It is anticipated that there may be layoffs due to the budget shortfall. These layoffs will be administered strictly by order of seniority within each classification, with the exception of those positions requiring special qualifications or skills. This report concerns staff approval or denial of requests made by departments for such special qualifications or skills.
5. Recommendation: ADOPT STAFF REPORT.
6. Notify: All Appointing Officers
Departmental Personnel Officers
Employee Organization Representatives

cc: Ms. Donovan
Ms. Uyehara
Mr. Mickins
Mr. Munson
Mr. Rios
Mr. Walker
Ms. Sam
Mr. Rothman
Mr. Wong
Ms. Hogan-Jackson
Ms. Lee
Ms. Fukuda

DOCUMENTS DEPT.

JUL 13 1992

SAN FRANCISCO
PUBLIC LIBRARY

To: The Honorable Civil Service Commission

Through: Albert C. Walker, General Manager, Personnel

From: Staff

Subject: REVIEW OF PERSONNEL REQUISITIONS WITH SPECIAL QUALIFICATIONS OR SKILLS AND AUTHORIZATION FOR EXCEPTION TO THE ORDER OF LAYOFF.

RECOMMENDATION: ADOPT STAFF REPORT.

With an anticipated reduction in the work force, the layoff provisions of Civil Service Commission Rule 32 will govern the basic procedures to be followed. Rule 32 does permit an exception to the order of layoff (EOL) for "persons appointed to positions requiring special qualifications of skills" as approved by the Civil Service Commission. In order to administer this provision in an orderly and expeditious manner, all departments were requested to review the EOL rosters and to report any changes to the special qualifications or skills information shown on their rosters.

This report summarizes all requests for action made by departments and staff recommendations for approval or denial of such requests. The first section of the report includes staff recommendations for approval of requested special conditions. Staff's recommendation is based upon submission by the departments of evidence of the need for a special qualification or skill. Such evidence normally consists of one or more of the following:

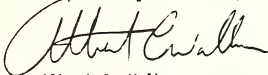
- A. Provision of an examination announcement/eligible list.
- B. A special qualification or skill previously approved on a personnel requisition or requisition modification.
- C. A special qualification or skill previously authorized by letter from the Civil Service Commission staff.
- D. Submission of copies of historical documents indicating the prior existence of the special qualification or skill.
- E. Specific legal requirements requiring the special qualification or skill (such as licensing requirements).

Exceptions to the Order of Layoff for which staff have determined that requested special conditions are not warranted and for which denial of the request is recommended are contained in the second section of the report. Staff have recommended denials where one or more of the following conditions exists and have coded such denials as follows:

- A. Not on a prior examination announcement/eligible list.
- B. No historical documentation submitted by department.
- C. Insufficient historical documentation submitted by department.
- D. It is reasonable to expect employees in this class to obtain this skill through on-the-job training.
- E. Other(specified).

It is therefore respectfully requested that the Civil Service Commission adopt this report and that all recommended actions be approved.

Respectfully submitted,

A handwritten signature in dark ink, appearing to read "Albert C. Walker", written in a cursive style.

Albert C. Walker
General Manager, Personnel

ACW/JRF-SRH
02280

City and County of San Francisco - Civil Service Commission
 Personnel Requisitions : REQ 3.64
 Commission Report of Proposed Exceptions to the Order of Layoff
 Detail by Department, Class and Requisition Number

Generated July 6, 1992 at 9:09 AM

DEPT Class DEPT RQ CSC RQ Text following an '*' is for administrative use only !
 Special Conditions 1 Special Conditions 2

07 COUNTY EDUCATION OFFICE

07 2672 CHILDREN'S CENTER ASSISTANT HOUSEPARENT.

07	2672	T10184	108050/001	IRREGULARLY SCHEDULED 17.5HRS	PER WEEK MINIMUM
07	2672	T10184	108050/002	IRREGULARLY SCHEDULED 17.5HRS	PER WEEK MINIMUM
07	2672	T10184	108050/003	IRREGULARLY SCHEDULED 17.5HRS	PER WEEK MINIMUM
07	2672	T10184	108050/004	IRREGULARLY SCHEDULED 17.5HRS	PER WEEK MINIMUM
07	2672	T10184	108050/005	IRREGULARLY SCHEDULED 17.5HRS	PER WEEK MINIMUM
07	2672	T10184	108050/006	IRREGULARLY SCHEDULED 17.5HRS	PER WEEK MINIMUM
07	2708		CUSTODIAN.....		

07	2708	P0692	805432/000	SHIFT: POS NITE/WKEND/HOLIDAYS	
07	2708	P0707	805556/000	SHIFT: POS NITE/WKEND/HOLIDAYS	
07	2708	P0710	805551/000	SHIFT: POS NITE/WKEND/HOLIDAYS	
07	2708	P0715	900740/000	SHIFT: POS NITE/WKEND/HOLIDAYS	
07	2708	P0725	902131/000	SHIFT: POS NITE/WKEND/HOLIDAYS	
07	2708	P0726	900739/000	SHIFT: POS NITE/WKEND/HOLIDAYS	
07	2708	P0727	900738/000	SHIFT: POS NITE/WKEND/HOLIDAYS	
07	2708	P0728	900737/000	SHIFT: POS NITE/WKEND/HOLIDAYS	
07	2708	P0729	900736/000	SHIFT: POS NITE/WKEND/HOLIDAYS	
07	2708	P0730	900845/000	SHIFT: POS NITE/WKEND/HOLIDAYS	
07	2708	P0731	901007/000	SHIFT: POS NITE/WKEND/HOLIDAYS	
07	2708	P0739	901252/000	SHIFT: POS NITE/WKEND/HOLIDAYS	
07	2708	P0754	902526/000	SHIFT: POS NITE/WKEND/HOLIDAYS	
07	2708	P0777	903349/000	SHIFT: POS NITE/WKEND/HOLIDAYS	
07	2708	T90010	900595/001	SHIFT: POS NITE/WKEND/HOLIDAYS	
07	2708	T90011	900591/001	SHIFT: POS NITE/WKEND/HOLIDAYS	
07	2708	T90012	900592/001	SHIFT: POS NITE/WKEND/HOLIDAYS	
07	2708	T90013	900593/001	SHIFT: POS NITE/WKEND/HOLIDAYS	
07	2708	T90014	900594/001	SHIFT: POS NITE/WKEND/HOLIDAYS	

08 TREASURER-TAX COLLECTOR

08 4322 CASHIER III.....

08	4322	P940	107706/000	10-KEY CALC- SUBJ.TO CRIMINAL	HISTORY BACKGROUND INVEST.
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09 CONTROLLER

09 1424 CLERK TYPIST.....

09	1424	T10035	215074/001	SHIFT: POS NIGHT/WKEND/HOLIDAY	
09	1874		SENIOR PROGRAMMER ANALYST.....		
09	1874	T11016	107693/001	COBOL	
09	1874	T11020	108049/001	IDMS	

12 JUVENILE PROBATION DEPARTMENT

12 2654 COOK.....

12	2654	P1594	107984/000	LOCATION: LA HONDA, CA	
12	8440		PROBATION OFFICER.....		
12	8440	P1595	107983/000	LANGUAGE: SPANISH	

DEPT	Class	DEPT RQ	CSC RQ	Text following an '*' is for administrative use only ! Special Conditions 1	Special Conditions 2
13	ADULT	PROBATION			
13	8440	PROBATION OFFICER.....			
13	8440	P740	215030/000	LANGUAGE: SPANISH	*RA: CP, A GUERRERO
27	AIRPORT				
27	7514	GENERAL LABORER.....			
27	7514	T20009	108087/001	SHIFT: POS NIGHT/WKEND/HOLIDAY	
27	7514	T20010	108088/001	SHIFT: POS NIGHT/WKEND/HOLIDAY	
35	MUNICIPAL RAILWAY				
35	7306	AUTOMOTIVE BODY AND FENDER WORKER.....			
35	7306	TX22021	215107/001	MEET MEDICAL STDS FOR USE OF	SAFETY EQUIPT;*RA:CP,R GIANINI
35	7309	CAR AND AUTO PAINTER.....			
35	7309	P3022	108061/000	MUST MEET MEDICAL STDS FOR USE	OF ASSIGNED MEDICAL EQUIPMENTS
35	7344	CARPENTER.....			
35	7344	P3025	108060/000	MUST MEET STANDARDS FOR USE OF	ASSIGNED SAFETY EQUIPMENT
40	PUBLIC UTILITIES COMMISSION				
40	6318	CONSTRUCTION INSPECTOR.....			
40	6318	P3057	108059/000	LIC: CA DRIVER	
40	6318	P3061	108058/000	LIC: CA DRIVER	
40	6318	P3062	108057/000	LIC: CA DRIVER	
40	9110	FARE COLLECTIONS RECEIVER.....			
40	9110	P2902	108071/000	LIC: CA DRIVER;HVY LIFT:50LBS	
41	PUBLIC LIBRARY				
41	1821	MANAGEMENT INFO SYSTEMS MANAGER.....			
41	1821	T20001	108044/001	8AM-9PM ANYDAY OF THE WEEK	
41	2708	CUSTODIAN.....			
41	2708	P2456	108037/000	6AM-9PM ANYDAY OF THE WEEK	SHIFT: POS NITE/WKEND/HOLIDAYS
41	2708	P2457	108036/000	6AM - 9PM ANYDAY OF THE WEEK	REQ'D TO WORK NITES & WEEKENDS
41	2708	P2463	108034/000	6AM - 9PM ANYDAY OF THE WEEK	
41	2708	P2464	108033/000	6AM - 9PM ANYDAY OF THE WEEK	
41	7334	STATIONARY ENGINEER.....			
41	7334	P2465	108032/000	6AM TO 9PM ANYDAY OF THE WEEK	
41	8207	BUILDING AND GROUNDS		PATROL OFFICER.....	
41	8207	P2438	108038/000	SHIFT: POS NITE/WKEND/HOLIDAYS	
41	8207	P2460	108035/000	7AM TO 10PM ANYDAY OF THE WEEK	
42	RECREATION AND PARK COMMISSION				
42	3208	POOL LIFEGUARD.....			
42	3208	T10102	108041/001	SHIFT: POS NIGHT/WKEND/HOLIDAY	
42	3212	SWIMMING INSTRUCTOR.....			
42	3212	T10103	108040/001	SHIFT: POS NIGHT/WKEND/HOLIDAY	

DEPT	Class	DEPT RQ	CSC RQ	Text following an '*' is for administrative use only !	
				Special Conditions 1	Special Conditions 2
45				SOCIAL SERVICES	
45	1424			CLERK TYPIST.....	
45	1424	P6537	210673/000	SPANISH SPEAKING REQUIRED	
45	1426			SENIOR CLERK TYPIST.....	
45	1426	P8693	700204/000	CANTONESE SPEAKING REQUIRED	
45	2905			SENIOR ELIGIBILITY WORKER.....	
45	2905	P9355	001402/000	SPANISH SPEAKING REQUIRED	*FLEX STAFFING
45	2905	P9413	002380/000	CANTONESE/VIETNAMESE SPEAKING	REQ'D;*PCS REAS: CHAN, LINDA
45	2910			SOCIAL WORKER.....	
45	2910	TX00089	000797/001	SPANISH SPEAKING REQUIRED	*PCS REAS: OSCAR HERRERA
45	2910	TX10323	106986/001	CDL,DMV PRINTOUT NO EARLIER	THAN CERT DATE;CANTONESE
45	2912			SENIOR SOCIAL WORKER.....	
45	2912	P9328	000964/000	SPANISH SPEAKING REQUIRED	
45	2912	P9336	000940/000	CDL, CURRENT DMV PRINTOUT DTD	NO EARLIER CERT.DATE;SPANISH
45	2912	P9340	000944/000	SPANISH SPEAKING REQUIRED	
45	2912	P9344	000946/000	CDL,CURRENT DMV PRINTOUT DTD	NO EARLIER CERT.DATE;SPANISH
45	2946			SENIOR ELIGIBILITY WORKER SUPERVISOR....	
45	2946	P9710	107703/000	LIST A- ALL PROGRAMS EXCEPT	STAFF DEVELOPMENT
45	2946	P9741	107701/000	LIST A- ALL PROGRAMS EXCEPT	STAFF DEVELOPMENT
45	2969			ASST DIRECTOR, SOCIAL SERV'S PROGRAMS....	
45	2969	P9740	107702/000	LIST A- ADULT SERVICES PROGRAM	*RA: CP, A NICCO
47				WATER DEPARTMENT	
47	5148			ASST SUPERINTENDENT WATER TREATMENT FAC.	
47	5148	P3103	108080/000	GR 5 WATER TREATMENT OPERATOR	CERTIFICATE
47	5204			ASSISTANT CIVIL ENGINEER.....	
47	5204	P3033	107972/000	LIC: CA DRIVER	
47	5222			ASSISTANT WATER PURIFICATION ENGINEER...	
47	5222	P3104	107970/000	LIC:CDL;GR III WATER TREATMENT	CERTIFICATE REQUIRED
47	5362			CIVIL ENGINEERING ASSISTANT II.....	
47	5362	P3036	107971/000	LIC: CA DRIVER	
47	7205			CHIEF STATIONARY ENGINEER.....	
47	7205	T10338	107439/001	WATER TREATMENT GR V OPERATORS	CERTIFICATE
71				REAL ESTATE	
71	1446			SECRETARY II.....	
71	1446	P450	106616/000		
71	1450			EXECUTIVE SECRETARY I.....	
71	1450	TX10002	108082/001	SHORTHAND	
72				COUNTY AGRICULTURE-WEIGHTS & MEASU	
72	2708			CUSTODIAN.....	
72	2708	P0078	108043/000	SHIFT: TUES-SATURDAY	SAT/TUES:8HRS;WED/FRI:4HRS

DEPT	Class	DEPT RQ	CSC RQ	Text following an '*' is for administrative use only ! Special Conditions 1	Special Conditions 2
72	3480	FARMERS	MARKET MANAGER.....		
72	3480	P0077	107718/000	SHIFT: TUES-SAT.	SAT/TUES-8HRS;WED/FRI-4HRS
76		ANIMAL CARE AND CONTROL			
76	1424	CLERK TYPIST.....			
76	1424	P0058	107961/000	MAYBE REQ'D TO WORK ALL SHIFTS	LIC:CA DRIVER;HEAVY LIFTING
76	1434	SHELTER	SERVICE REPRESENTATIVE.....		
76	1434	P00059	107960/000	MAYBE REQ'D TO WORK ALL SHIFTS	*RA: CP, N BOLANOS
76	1434	P0056	107962/000	MAYBE REQ'D TO WORK ALL SHIFTS	*RA: CP, R GRANT
83		PUBLIC HEALTH CENTRAL OFFICE			
83	1424	CLERK TYPIST.....			
83	1424	T10165	106395/001	SHIFT:POS NIGHT/WKEND/HOLIDAY.	RULE 34
83	1424	T10532	107694/001	SHIFT: POS NIGHT/WKEND/HOLIDAY	
83	1736	COMPUTER	OPERATOR II.....		
83	1736	P3379	108030/000	MVS/XA SPECIALTY	SHIFT: POS NIGHT/WKEND/HOLIDAY
83	1872	PROGRAMMER	ANALYST.....		
83	1872	T10493	108020/001	EXP: COBOL	
83	1874	SENIOR PROGRAMMER	ANALYST.....		
83	1874	T20023	215076/001	COBOL EXPERIENCE	
83	1875	SENIOR SYSTEMS	PROGRAMMER.....		
83	1875	P3383	215082/000	EXP: TELEPROCESSING	SHIFT: POS NIGHT/WKEND/HOLIDAY
83	2494	STAFF	RADIOLOGIC TECHNOLOGIST.....		
83	2494	P3375	107959/000	SHIFT: POS NIGHT/WKEND/HOLIDAY	*FLEX STAFF: PEI HE
83	2808	SENIOR DISEASE	CONTROL INVESTIGATOR....		
83	2808	T10534	108029/001	LIC: CA DRIVER	SHIFT: POS NIGHT/WKEND/HOLIDAY
83	2930	PSYCHIATRIC	SOCIAL WORKER.....		
83	2930	T10447	106247/001	LANGUAGE:SPANISH;MSW REQUIRED	SHIFT:ROTATING;WRK AS GAY SPEC
83	6120	ENVIRONMENTAL	HEALTH INSPECTOR.....		
83	6120	P3377	107958/000	ENVIRONMENTAL HEALTH SVCS LIST	
85		LAGUNA HONDA			
85	1934	STOREKEEPER.....			
85	1934	P5139	107953/000	SHIFT: POS NIGHT/WKEND/HOLIDAY	*TRF/FUNC: CP, T KYRIMIS
85	1934	P5140	107952/000	SHIFT: POS NIGHT/WKEND/HOLIDAY	*TRF/FUNC: CP, R SUGUITAN
85	1936	SENIOR STOREKEEPER.....			
85	1936	P5141	107951/000	SHIFT: POS NIGHT/WKEND/HOLIDAY	*TRF/FUNC: CP, F FARIA
85	2110	MEDICAL RECORDS	CLERK.....		
85	2110	T10130	106968/001	SHIFT: POS NIGHT/WKEND/HOLIDAY	
85	2760	LAUNDRY	WORKER.....		
85	2760	T20003	107949/001	SHIFT: POS NIGHT/WKEND/HOLIDAY	
85	6138	INDUSTRIAL	HYGIENIST.....		
85	6138	T20002	107950/001	1YR INDUSTRIAL HYGIENIST EXP	IN ASBESTOS ABATEMENT PROGRAM

DEPT	Class	DEPT RQ	CSC RQ	Text following an '*' is for administrative use only ! Special Conditions 1	Special Conditions 2
86				SAN FRANCISCO GENERAL HOSPITAL	
86	1226			CHIEF PAYROLL AND PERSONNEL CLERK.....	
86	1226	P0185	215133/000	SHIFT: POS NIGHT/WKEND/HOLIDAY	*PCS TRF: S FRANKS
86	1242			PERSONNEL ANALYST.....	
86	1242	TX10298	215062/001	PART TIME	*FLEX STAFF: D HADAS
86	1426			SENIOR CLERK TYPIST.....	
86	1426	P0215	107943/000	SHIFT: POS NIGHT/WKEND/HOLIDAY	
86	1426	TX10287	107937/001	SHIFT: POS NITE/WKENDS/HOLIDAY	
86	1654			PRINCIPAL ACCOUNTANT.....	
86	1654	P0170	107096/000	2 YRS HOSP. REIMBURSEMENT EXP.	
86	1934			STOREKEEPER.....	
86	1934	P0222	107906/000	SHIFT: POS NIGHT/WKEND/HOLIDAY	*TRF/FUNC: CP, D CAICEDO
86	1934	P0223	107905/000	SHIFT: POS NIGHT/WKEND/HOLIDAY	*TRF/FUNC: CP, G DEWITT
86	1934	P0224	107904/000	SHIFT: POS NIGHT/WKEND/HOLIDAY	*TRF/FUNC: CP, E MONTANO
86	1934	P0225	107903/000	SHIFT: POS NIGHT/WKEND/HOLIDAY	*TRF/FUNC: CP, C SMITH
86	2112			MEDICAL RECORDS TECHNICIAN.....	
86	2112	T20004	215060/001	HEAVY LIFT:25 LBS.	SHIFT: POS NIGHT/WKEND/HOLIDAY
86	2230			PHYSICIAN SPECIALIST.....	
86	2230	E8672	215054/000	SHIFT: POS NIGHT/WKEND/HOLIDAY	
86	2230	E8673	215053/000	PART TIME: 36.0HRS/WEEK	SHIFT: POS NIGHT/WKEND/HOLIDAY
86	2230	E8674	215052/000	PART TIME: 20HRS/WK	SHIFT: POS NIGHT/WKEND/HOLIDAY
86	2230	E8675	215051/000	SHIFT: POS NIGHT/WKEND/HOLIDAY	
86	2230	E8676	215050/000	PART TIME: 12.5HRS/WK	SHIFT: POS NIGHT/WKEND/HOLIDAY
86	2230	E8677	215130/000	PART TIME: 5HRS/WK	SHIFT: POS NIGHT/WKEND/HOLIDAY
86	2230	E8678	215129/000	PART TIME: 5HRS/WK	SHIFT: POS NIGHT/WKEND/HOLIDAY
86	2230	E8679	215128/000	PART TIME: 5HRS/WK	SHIFT: POS NIGHT/WKEND/HOLIDAY
86	2230	E8680	215127/000	PART TIME: 9HRS/WK	SHIFT: POS NIGHT/WKEND/HOLIDAY
86	2230	E8681	215126/000	SHIFT: POS NIGHT/WKEND/HOLIDAY	
86	2230	E8682	215125/000	PART TIME: 16HRS/WK	SHIFT: POS NIGHT/WKEND/HOLIDAY
86	2230	E8683	215124/000	PART TIME: 16HR/WK	SHIFT: POS NIGHT/WKEND/HOLIDAY
86	2230	E8684	215123/000	PART TIME: 36 HRS/WEEK	SHIFT: POS NIGHT/WKEND/HOLIDAY
86	2275			POST M.D. II.....	
86	2275	F10191	107773/001	PART TIME: 36 H/W	
86	2275	F10194	107776/001	PART TIME: 36 H/W	
86	2275	F10196	215049/001	PART TIME: 36 HRS/WEEK	
86	2277			POST M.D. III.....	
86	2277	F10192	107774/001	PART TIME: 33 H/W	
86	2305			PSYCHIATRIC TECHNICIAN.....	
86	2305	P0217	107941/000	SHIFT: POS NIGHT/WKEND/HOLIDAY	
86	2305	T10291	107934/001	SHIFT: POS NITE/WKEND/HOLIDAYS	
86	2305	T10292	107933/001	SHIFT: POS NITE/WKEND/HOLIDAYS	
86	2312			LICENSED VOCATIONAL NURSE.....	
86	2312	P0211	107946/000	SHIFT: POS NIGHT/WKEND/HOLIDAY	
86	2312	P0216	107942/000	SHIFT: POS NIGHT/WKEND/HOLIDAY	
86	2320			REGISTERED NURSE.....	
86	2320	P0212	107945/000	SHIFT: POS NIGHT/WKEND/HOLIDAY	
86	2320	P0213	107944/000	SHIFT: POS NIGHT/WKEND/HOLIDAY	
86	2320	P0219	107940/000	SHIFT: POS NIGHT/WKEND/HOLIDAY	
86	2320	P0220	107939/000	SHIFT: POS NIGHT/WKEND/HOLIDAY	
86	2320	P0226	107938/000	SHIFT: POS NIGHT/WKEND/HOLIDAY	
86	2322			HEAD NURSE.....	
86	2322	P0207	107947/000	SPECLTY: QUALITY ASSURANCE	SHIFT: POS NIGHT/WKEND/HOLIDAY
86	2322	TX10286	107028/001	OPERATING ROOM	SHIFT: POS NIGHT/WKEND/HOLIDAY

DEPT	Class	DEPT RQ	CSC RQ	Text following an '*' is for administrative use only ! Special Conditions 1	Special Conditions 2
86	2323	CLINICAL NURSE	SPECIALIST.....		
86	2323	TX20005	215059/001	ACUTE PSYCHIATRIC INPTS SVCS	SPECLTY;POS NITE/WKND/HOLIDAY
86	2430	MEDICAL EVALUATIONS ASSISTANT.....			
86	2430	TX10169	107696/001	SHIFT: POS NIGHT/WKEND/HOLIDAY	
86	2493	ASSOCIATE RADIOLOGIC TECHNOLOGIST.....			
86	2493	TX20006	215058/001	SHIFT: POS NIGHT/WKEND/HOLIDAY	
86	2493	TX20007	215057/001	SHIFT: POS NIGHT/WKEND/HOLIDAY	
86	2494	STAFF RADIOLOGIC TECHNOLOGIST.....			
86	2494	P0200	107948/000	SHIFT: POS NIGHT/WKEND/HOLIDAY	*FLEX STAFF; G CORRALES
86	2586	HEALTH WORKER II.....			
86	2586	TX20008	215056/001	SPEC: ESCORT & TRANSPORT SVCS	SHIFT: POS NIGHT/WKEND/HOLIDAY
86	2903	ELIGIBILITY WORKER.....			
86	2903	T00204	003514/001	R-34;TRANSITION FR. PE TO PERM	OF J ZARATE;POS NITE/WKND/HOL
86	2909	HOSPITAL ELIGIBILTY SUPERVISOR.....			
86	2909	T20009	215055/001	SHIFT: POS NIGHT/WKEND/HOLIDAY	
87		COMMUNITY MENTAL HEALTH			
87	1446	SECRETARY II.....			
87	1446	P3345	107923/000	SHORTHAND REQUIRED	
87	1819	MANAGEMENT INFO SYSTEMS SPECIALIST III..			
87	1819	T20018	215089/001	SHIFT: POS NIGHT/WKEND/HOLIDAY	
87	2202	DENTAL AIDE.....			
87	2202	T10520	107921/001	PART TIME;LANGUAGE:SPANISH	LIC: CA DRIVER
87	2232	SENIOR PHYSICIAN SPECIALIST.....			
87	2232	E2347	215085/000	LANGUAGE: SPANISH	
87	2574	CLINICAL PSYCHOLOGIST.....			
87	2574	T20015	215090/001	PART TIME: 30HRS/WK	
87	2591	HEALTH PROGRAM COORDINATOR II.....			
87	2591	T20019	215088/001	SPEC D:MENTAL HLTH PROGRAMS -	SUBSTANCE ABUSE PROGRAM
87	2930	PSYCHIATRIC SOCIAL WORKER.....			
87	2930	T10502	106977/001	SHIFT: POS NIGHT/WKEND/HOLIDAY	GAY HEALTH SPEC: WRK W/HIV PAT
87	2930	T20007	107920/001	LANGUAGE: SPANISH	
90		PUBLIC WORKS			
90	1920	INVENTORY CLERK.....			
90	1920	P3835	108096/000	TRF/FUNC: E MODIE	
90	1934	STOREKEEPER.....			
90	1934	P3836	108095/000	TRF/FUNC: A KEEL	
90	1934	P3837	108094/000	TRF/FUNC: P MONDRAGON	
90	2822	HEALTH EDUCATOR.....			
90	2822	TX20009	108097/001	OCCUPATIONAL/ENVIRONMENTAL	HLTH SPCLTY;*RA:CP, J GOODHART
90	3417	GARDENER.....			
90	3417	T20002	108027/001	MAY REQUIRED WEEKEND&/OR SHIFT	WORK;LIC: CA DRIVER
90	5178	ASST SUPT, PROPERTY CONSERVATION.....			
90	5178	T90017	900895/001	SPECIALTY LIST B: PERMIT	PROCESSING & ISSUANCE

DEPT	Class	DEPT RQ	CSC RQ	Text following an '*' is for administrative use only ! Special Conditions 1	Special Conditions 2
90	5179	ASST SUPT, BUILDING	INSPECTION ADM.....		
90	5179	T90043	901305/001	SPECIALTY LIST B: MECHANICAL	INSPECTION
90	5179	T90044	901307/001	SPECIALTY LIST C: MANAGEMENT	& FISCAL ADMINISTRATION
90	5208	CIVIL ENGINEER.....			
90	5208	P3842	215010/000	LIC: STRUCTURAL ENGINEERING	
90	6335	DISABILITY ACCESS COORDINATOR.....			
90	6335	P3844	215007/000	CDL, MAY REQ. OWN CAR SUBJ. TO	REIMBURSEMENT;*RA:CP,R SCAFF
90	7334	STATIONARY ENGINEER.....			
90	7334	P3826	108031/000	EXP: 2YRS HIGH PRESSURE BOILER	
90	7355	TRUCK DRIVER.....			
90	7355	P3786	107914/000	CDL:A/B,REQ.TANKER ENDORSEMENT	W/IN 6 MOS.*RA: CP, K MUNSON
90	7355	P3819	107758/000	CDL:A/B REQ.TANKER ENDORSEMENT	W/IN 6MOS;*RA: CP, G HUBBARD
90	7355	P3820	107759/000	CDL:A/B,REQ.TANKER ENDORSEMENT	W/IN 6MOS;*RA: CP, E LEE
90	7355	P3821	107760/000	CDL:A/B,REQ.TANKER ENDORSEMENT	W/IN 6MOS;*RA: CP, T CRESCI

--- End of Report ---

San Francisco Civil Service Commission
Requests for Exception to the Order of Layoff

1823/24 DENIALS

Codes: A - Not on a prior examination announcement/eligible list
 B - No historical documentation submitted by department
 C - Insufficient historical documentation submitted by department
 D - It is reasonable to expect employees in this class to obtain this skill through on-the-job training.
 E - Other

<u>Dept.</u>	<u>Div/Sec</u>	<u>Class</u>	<u>Dept. Rq. #</u>	<u>CSC Rq. #</u>	<u>Request</u>	<u>Analysis</u>
07 SFUSD		1823	T80089		State School Building Prog. experience required	D
		1824	T10068		Experience in micro-computer fiscal software applications	D
27 Arpt.	Budget	1823	T60053	604179/001	One year Airport experience	D
		1824	TX10059	104058/001	Two years Airport experience	D
	Fin.Anal.	1824	P2793	106917/000	Two years Airport experience	D, E
87 DPH	DMSFS	1823	T90351	904702/001	Five yrs.exp.in substance abuse & related health svcs.;	D
			T90350	904701/001	knowl. of laws & regs. of mgmt. of sub.abuse trmt. prog.; knowl. of Drug Medi-Cal & SSI subs. abuse disab.entit.sys.	D
86 DPH	SFGH	1823	TX90241	902189-000	One yr.exp.in Health Care finan. planning or budgeting & Health Care Administration	D, E
		1824	TX10165	104836-000	" "	D, E
91 Purch.		1824	F10017		Five yrs.prof.admin.exp.in a public purch.agency; Law Degree	D, E



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M E M O R A N D U M

DATE: August 21, 1992

TO: Appointing Officers
Personnel Officers
Departmental Layoff Liaisons
Payroll and Personnel Clerks
Employee Organizations

FROM: Albert C. Walker
General Manager, Personnel

SUBJECT: CHANGE IN PROCEDURE FOR NOTIFYING THE CIVIL SERVICE COMMISSION
OF LAYOFFS

On May 22, 1992, you were advised of the creation of a Layoff Processing Team (LOPT). LOPT was organized in anticipation of layoffs of City and County employees resulting from the City and County's budget deficit. LOPT has been processing layoffs for the past four months and all layoff transactions and inquiries have been coordinated through it.

Effective close of business August 28, 1992, I am disbanding LOPT and reassigning the Civil Service Commission staff members to other units. The extent of additional budget cuts and their impact on the workforce of the City and County of San Francisco is not known at present. If further reductions result in additional layoffs of City and County personnel, LOPT will be reconvened. Consequently, until further notice, effective August 31, 1992, layoff notices (Separation Reports), are to be sent to the Assistant Secretary's Office, Civil Service Commission, Room 153 City Hall. Refer all inquiries to Kathy Mallegni, Sr. Personnel Analyst, at Room 153 City Hall.

You will be notified of any future change in procedures. Thank you for your cooperation.

CIVIL SERVICE COMMISSION

Albert C. Walker
General Manager, Personnel

DOCUMENTS DEPT.

ACW:cmh
[5516A]

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MEMORANDUM

F
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73
DATE: October 2, 1992
TO: Appointing Officers
Personnel Officers
Employee Organizations
FROM: Albert C. Walker
General Manager, Personnel
SUBJECT: REACTIVATION OF LAYOFF PROCESSING TEAM

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The Layoff Processing Team (LOPT) has been reactivated to coordinate processing in the event that further layoffs will be required. Printed on the reverse side of this memorandum is a list of departmental assignments and LOPT members assigned to work with each department during the layoff process. In addition, for your information, attached is a list of the coordinators designated by departments as liaisons on layoff matters to the Civil Service Commission. Departmental personnel with layoff issues are to contact the LOPT staff member assigned to each department for assistance.

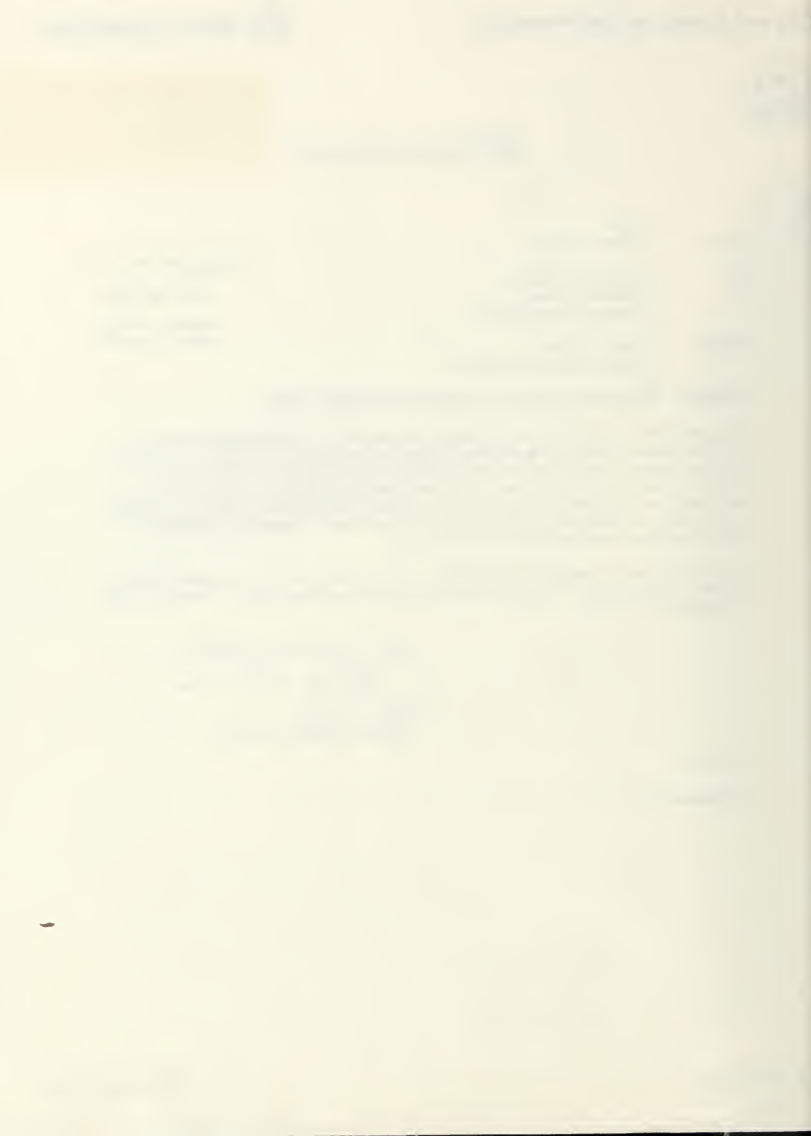
If, after contacting the designated LOPT staff member, further assistance is needed, please call Janice Fukuda, LOPT Team Coordinator (557-4941), or Susan Hockey, Assistant LOPT Coordinator (557-4922).

CIVIL SERVICE COMMISSION

Albert C. Walker
General Manager, Personnel

ACW:sfm

Attachments (2)



DEPARTMENTAL ASSIGNMENTS - LAYOFF PROCESSING TEAM MEMBER, LOPT TEAM

TEAM 1 ANN TINLING 557-4930
MARK VANDIVER 557-4953

Academy of Sciences
Art Commission
Asian Art Museum
Assessor
Chief Administrative Officer
City Planning
Controller
Convention Facilities Mgmt.
County Agriculture
Electricity
Fine Arts Museums
Library
Public Admin./Guardian
Purchaser
Real Estate
Recorder
Registrar
Rent Arbitration
Treasurer/Tax Collector
War Memorial

TEAM 2 CAROLE VAN DYKE 557-4938
GLORIA MARTINEZ 557-4939

Commission on Aging
Commission on Status of Women
Health Service System
Human Rights Commission
Medical Examiner/Coroner

Public Health
Central Office
Community Mental Health
Laguna Honda
San Francisco General Hospital

Retirement

TEAM 3 MIKE CASEY 557-4969
GERRY REDMOND 557-4954

Airport
Port
Public Utilities Commission
- Municipal Railway
- Hetch Hetchy
- Light, Heat & Power
- Water
Public Works
S.F. Community College District
S.F. Unified School District
Social Services

TEAM 4 NOEMI HINAJON 557-4940
MARIA CHAN 557-4931

Adult Probation	OCC (Office of Citizen
Animal Care & Control	Complaints)
City Attorney	Parking & Traffic
County Clerk	Permit Appeals
District Attorney	Police
Fire	Public Defender
Juvenile Probation	Recreation & Park
Law Library	Sheriff
Municipal Court	Superior Court

TEAM 5 SUSAN HOCKEY - 557-4922

Board of Supervisors
Civil Service Commission
Mayor's Office

LOPT COORDINATOR: JANICE FUKUDA 557-4941
LOPT ASST. COORDINATOR: SUSAN HOCKEY 557-4922
LOPT FAX: 557-4926

DEPARTMENTS AND DEPARTMENT COORDINATORS FOR LAYOFF PURPOSES

<u>DEPARTMENT</u>	<u>NAME OF LIAISON</u>	<u>TELEPHONE</u>	<u>FAX</u>
ACADEMY OF SCIENCES Cal Acad Science(GGP)	Mike Barrow	750-7169	750-7346
ADULT PROBATION 850 Bryant Rm 200	Lee Okumoto	553-1689	553-1717
AGRICULTURE/WEIGHTS & MEASURES 501 Army #109A	Evan Weeth	285-5010	285-8776
AIRPORT SF Airport Main Ter	Vernon Nulph	761-0800X2187	876-2170
ANIMAL CARE AND CONTROL 1200 15th Street	Soah Manu Carl Friedman	554-9411	554-9424
ART COMMISSION 45 Hyde #319	Ken White (Alt.) Joanne Chow Winship	554-9671	621-3868
ASIAN ARTS MUSEUM Asian Arts Museum(GGP)	Valerie Pechenik	668-8921	668-8928
ASSESSOR City Hall Rm 101	Lena Wong	554-5506	554-7151
BOARD OF SUPERVISORS City Hall Rm 235	John Taylor	554-7707	554-5163
CHIEF ADMINISTRATIVE OFFICER City Hall Rm 289	Joan Lubamersky	554-4859	554-4047
CITY ATTORNEY City Hall Rm 206	John Johnston	554-4286	554-7716
CITY PLANNING 450 McAllister #604	Milton Edelin	558-6410	558-6409
CIVIL SERVICE City Hall Rm 153	Carol Sam	554-4747	554-4714
COMMISSION ON THE AGING 25 Van Ness #650	David Ishida Zelda Scott (Alt.)	864-6051	864-3991
COMMISSION ON STATUS OF WOMEN 1170 Market #600	Sharon Johnson Rosario Navarrette (Alt.)	252-2570 241-2252	431-5764
COMMUNITY COLLEGE DISTRICT 33 Gough	Clara Starr Tuti Moreno (Alt.)	241-2252	241-2335/6
CONTROLLER City Hall Rm 109H	John Burke	554-7578	554-7466
CONVENTION FACILITIES MGMT City Hall Rm 289	Joan Lubamersky	554-4859	554-4047
COUNTY CLERK City Hall Rm 313	Jan Bixler	554-6985	554-6434
DISTRICT ATTORNEY 850 Bryant Rm 325	Bridget Bane	553-1895	553-9054
ELECTRICITY 901 Rankin	Lucille Akrami	550-2720	550-2705
FINE ARTS MUSEUMS DeYoung Museum (GGP)	Debbie Albuquerque	750-3673	750-7692
FIRE (uniformed) 260 Golden Gate #314	Richard Seyler	861-8000X265	929-1058
FIRE (non-uniformed) 260 Golden Gate #204	Ray Connors Maureen Hrenoff (Alt.)	861-8000X307	929-1058
GOVERNMENTAL SERVICES City Hall Rm 289	Joan Lubamersky	554-4859	554-4047
RECORDER City Hall Rm 158	Bruce Jamison	554-4174	554-4179
REGISTRAR City Hall Rm 167	Germaine Wong	554-4390	554-4047
PUBLIC ADMINISTRATOR/GUARDIAN 25 Van Ness #200	Ricardo Hernandez	554-1164	554-1166
HEALTH SERVICES 1155 Market 3rd Flr	Randall Smith Wendy Wong (Alt.)	554-1700	554-1721
HUMAN RIGHTS 1170 Market 5th Flr	Ed Lee David Treanor (Alt.)	252-2500	431-5764
JUVENILE PROBATION 375 Woodside #202	Terry Daniel Patricia Grice (Alt.)	753-7563	753-7557
LAW LIBRARY City Hall	Marcia Bell	554-6823	
LIBRARY 45 Hyde	Diana Buchbinder	557-4235	557-4252
MAYOR City Hall Rm 200	Teresa Serata	554-6117	554-6160
MEDICAL EXAMINER/CORONER 850 Bryant - North Terrace	Roy Matson Joseph Surdyka (Alt.)	553-1699	553-1650
MUNICIPAL COURT City Hall Rm 301	Gordon Park-Li	554-4515	554-4508
OFFICE OF CITIZENS' COMPLAINTS 555 7th Street	Alfreda Davis-Porter Irene Ropoza (Alt.)	553-1407	553-1192

PARKING AND TRAFFIC 25 Van Ness #410	Alice Villagomez	554-9832	554-9834
PERMIT APPEALS City Hall Rm 154A	Kathy Johnson	554-6720	(No Fax)
POLICE 850 Bryant Rm 568	Lt. Melinda Penge1	553-9152	553-1998
PORT Ferry Bldg Rm 3023	Nancy Woo	274-0422	274-0583
PUBLIC DEFENDER 555 7th Street	Sharon Christensen	863-4965	553-9810
PUBLIC HEALTH - All Depts. 101 Grove Rm 212	Edward Gazzano	554-2580	554-2622
	DPH Liaisons Steve Martin Yvette Stuart Location: 101 Grove, Room 316	554-2620	
PUBLIC UTILITIES - All Depts. 1155 Market 8th Flr (CONTACT ANDREA GOURDINE <u>ONLY</u> IF KATHY MURRAY CANNOT BE REACHED)	Kathy Murray	554-1631	554-1678
PUBLIC WORKS 1170 Market 7th Flr	Tammy Wong	554-6011	554-6025
CLEAN WATER PROGRAM 1170 Market 7th Flr	Lucy Palileo Tammy Wong	554-6011	554-6025
PURCHASER City Hall Rm 270	Lucy Palileo Ara Minasian	554-6215	554-6717
REAL ESTATE 25 Van Ness Rm 400	Dan Kennedy	554-9857	552-9216
RECREATION AND PARKS McLaren Lodge(GGP)	Marsha Ramirez	666-7060	668-3330
RENT ARBITRATION BOARD 25 Van Ness Rm 320	Sandra Finney (Alt.) Joe Grubb	554-9558	554-9562
RETIREMENT 1155 Market 2nd Flr	Jacqueline Pun	554-1584	552-7880
SHERIFF City Hall Rm 333	Mary Fong (Alt.) Sgt. Fred Arquilla	554-7215	554-7050
SOCIAL SERVICES 170 Otis 5th Flr	Mary Smith	557-5570	431-9270
SUPERIOR COURT City Hall Rm 313	Jan Bixler	554-6985	554-6434
TREASURER/TAX COLLECTOR City Hall Rm 107	Richard Sullivan	554-4469	554-7121
UNIFIED SCHOOL DISTRICT 135 Van Ness Rm 105	Kin Gee	241-6025	741-6482
WAR MEMORIAL 401 Van Ness Rm 110	Lillian Louie or Elaine Lee (Alt.) Shong Tay	621-6600	621-5091





MEMORANDUM

DATE : October 16, 1992

TO : Department Heads
Personnel Officers
Department Layoff Liaisons
Payroll and Personnel Staff
Employee Organizations

FROM : Albert C. Walker
General Manager, Personnel

SUBJECT: LAYOFF OMBUDSPERSON - A NEW SERVICE FOR EMPLOYEES AND
EMPLOYEE ORGANIZATION REPRESENTATIVES

Changes in the City and County Budget for Fiscal Year 1992-93 have been approved which may result in reduction in personnel in some departments. On October 2, 1992, the Layoff Processing Team (LOPT) was reactivated to coordinate the processing of layoffs should layoffs occur. The primary role of LOPT is to coordinate the processing of layoffs between the Civil Service Department and staffs of City and County agencies. In order to provide access to information and assistance on layoffs to individual employees and to representatives of employee organizations, I have designated a Civil Service Department staff member, Ms. Kate Favetti, Senior Personnel Analyst, as the "Layoff Ombudsperson." The role of the Layoff Ombudsperson will be to provide direct assistance and advice to employees who have been laid off or to employees who have concerns about layoffs and to serve as a consultant for employees and employee organization representatives on layoff issues and problems, procedures, and regulations.

Following are examples of services the Layoff Ombudsperson will provide to employees and employee organization representatives:

* CONSULTANT:

resource to assist in the proper application of Civil Service Commission Rules, policies and procedures on layoffs.

- TROUBLE-SHOOTER:

investigation of problems and issues arising during the implementation of Civil Service Commission Rules and procedures on layoffs.

- LIAISON:

designee of the Civil Service Department for establishing and maintaining communication between an employee or employee organization representatives and the LOPT, the Civil Service Certification Unit, other units of the Civil Service Department and City and County departments.

- MEDIATOR:

mediate disputes related to layoff emerging between an employee or employee organization representative and the department or others.

- RESOURCE REFERRAL SERVICE:

referral to City and County and outside services available to employees who have been laid off or who anticipate being laid off.

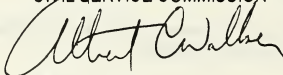
- TRAINER:

Training for departmental staff and employee organization representatives regarding Civil Service Commission Rules and procedures on layoff.

Ms. Favetti will be located in Room 52F City Hall and available starting on Monday, October 26, 1992. Employees and employee organization representatives may contact or schedule an appointment with Ms. Favetti by calling her at 554-4726. In order to insure Ms. Favetti's availability, it is crucial that persons needing assistance call for an appointment before coming to City Hall .

Department personnel and designated departmental layoff liaisons are to continue to refer all questions and issues to the LOPT staff member assigned to the department. LOPT staff assignments were contained in an October 2, 1992 memorandum from the Civil Service Department.

CIVIL SERVICE COMMISSION



Albert C. Walker
General Manager, Personnel



MEMORANDUM

No. 93-9

DATE: January 29, 1993

TO: Appointing Officers
Personnel Officers
Departmental Layoff Liaisons
Payroll and Personnel Clerks
Employee Organizations

FROM: Albert C. Walker
General Manager, Personnel

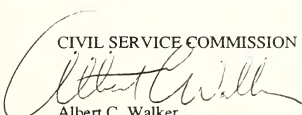
SUBJECT: CHANGE IN PROCEDURE FOR NOTIFYING THE CIVIL SERVICE
COMMISSION OF LAYOFFS

On September 22, 1992, you were advised of the reactivation of the Layoff Processing Team (LOPT) which was organized in anticipation of layoffs of City and County employees resulting from the City and County's budget deficit. LOPT has been processing layoffs for the past four months and all layoff transactions and inquiries have been coordinated through it.

Effective close of business January 29, 1993, I am disbanding LOPT and reassigning the Civil Service Commission staff members to other units. The magnitude of future budget cuts and their impact on the work force of the City and County of San Francisco are not known at present. If further reductions result in additional layoffs of City and County personnel, LOPT will be reconvened. Consequently, until further notice, effective February 1, 1993, layoff notices (Separation Reports), are to be sent to the Assistant Secretary's Office, Civil Service Commission, Room 153 City Hall.

You will be notified of any future change in procedures. Thank you for your cooperation.

CIVIL SERVICE COMMISSION


Albert C. Walker
General Manager, Personnel



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MEMORANDUM

No. 93-24

F
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MEMORANDUM
93-24

Date: May 14, 1993

To: Appointing Officers
Personnel Officers

From: Wendell L. Poirer
General Manager, Personnel

SUBJECT: PREPARATION IN ANTICIPATION OF LAYOFFS

DOCUMENTS DEPT.

MAY 18 1993

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In light of current budgetary considerations in the City and County of San Francisco, preparation in anticipation of layoffs has begun. Described in this memorandum are information about Civil Service Commission activity on layoffs, and requests to departments to cooperate in reviewing seniority rosters.

June 30, 1993 Uniform Layoff Date

The Mayor has established June 30, 1993 as the uniform date for employee layoffs caused by fiscal year 93/94 budgetary reductions. Consequently, in order to conform to contract provisions requiring advance notice of thirty (30) calendar days to employees in certain bargaining units and to ensure that a standard of fairness is maintained in matters affecting all employees, employees to be laid off June 30, 1993 should be notified as early as possible, but must be notified no later than May 28, 1993.

Layoff Processing Team

I have reactivated a Layoff Processing Team, comprised of employees reassigned from various divisions of the Civil Service Commission. Dorothy Yee, Assistant Manager, EEO Programs, has been assigned as the coordinator of the Layoff Processing Team. The Team will carry out the functions and responsibilities of the Civil Service Commission in the layoff process.

Departmental Layoff Coordinators

Each department will need to designate a coordinator for layoff purposes. The coordinator will be the first point of contact by the Civil Service Commission's Layoff Processing Team and employee organizations. Employees with inquiries about layoffs or bumping will be directed to the coordinators in respective departments.

The Civil Service Commission will provide basic training to department layoff coordinators on the layoff process. These sessions are scheduled at this time: June 1st and June 2nd at 9:00 a.m. Contact the Layoff Processing Team at 557-4922 to reserve a space in the training.

Review of Departmental Seniority Rosters (APT 7.1)

In processing employee layoffs, absolute accuracy of seniority rosters is critical. Each appointing officer is requested to carefully scrutinize the department's seniority roster (APT 7.1) which was distributed on May 3, 1993. Notify the Layoff Processing Team in writing of any errors in the current seniority roster. Notations may be made on the pertinent page of the Departmental Seniority Roster and a copy forwarded to Layoff Processing Team.

Review of Exceptions to the Order of Layoff (EOL) Seniority Roster (APT 7.3)

The Civil Service Commission Layoff Rule permits exceptions to the order of layoff for "persons appointed to positions requiring special qualifications or skills" as approved by the Civil Service Commission. Enclosed is a report (APT 7.3) of your department's seniority roster which reflects EOLs approved by the Commission. It is necessary for departments to review all personnel requisitions with special conditions to verify that the information is correct. It is important to note that an exception insulates a position and not an employee.

Responding to the Civil Service Department

Notify the Layoff Processing Team, Room 153 City Hall, in writing if you identify any errors in these Rosters. If your records are different than what appears on the rosters, attach documentation for the needed correction. Please complete your review and return both Rosters by May 21, 1993.

It is important that every department cooperates in the designation of a layoff coordinator, and in the review of seniority rosters, whether or not layoffs are expected in the department, because layoffs in other departments could result in bumping of employees with higher seniority into your department. If you have any questions, please contact Dorothy Yee, Coordinator of the Layoff Processing Team, 557-4922.

Enclosures: Instructions on Review of Seniority Rosters
APT 7.3, EOL Seniority Roster by Department
(distributed to appointing officers only)

INSTRUCTIONS ON REVIEW OF DEPARTMENTAL SENIORITY ROSTERS AND EXCEPTION TO THE ORDER OF LAYOFF (EOL) SENIORITY ROSTERS

In the event of layoffs, it will be critical that departmental and citywide seniority rosters be absolutely accurate. It is requested that each department head ensure that these departmental seniority rosters are scrutinized carefully:

1. The DEPARTMENTAL SENIORITY ROSTER (APT 7.1) enumerates all employees by class, appointment status and length of service in a department. APT 7.1 is distributed to departments on the first Monday of each month. The most recent Departmental Seniority Roster was issued on May 3, 1993.

If information contained in APT 7.1 is incorrect or missing, please make notation on the pertinent page of the Departmental Seniority Roster, submit a copy of the page and attach an approved copy of the Appointment Processing form, Separation Report, or other corroborating evidence to the Layoff Processing Team, Room 153, City Hall by May 21, 1993.

2. The EXCEPTIONS TO THE ORDER OF LAYOFF (EOL) SENIORITY ROSTER (APT 7.3) reflects personnel requisitions with special conditions approved by the Civil Service Commission as exceptions to the order of layoff.

A copy of the EOL Seniority Roster (APT 7.3) for your department is enclosed. The column entitled "Special Condition" contains those condition reviewed and approved by the Civil Service Commission at the time the requisition was submitted. Information that is preceded by an asterisk, such as "**For the PCS Reassignment of ---" is used for purposes other than exceptions to the order of layoff. Previously approved special conditions or qualifications which apply to certain positions will be listed on the EOL Seniority Roster.

Indicate any missing special conditions on the EOL Seniority Roster and attach evidence of the original approval, either a copy of an approved personnel requisition or a copy of an approved requisition modification form.

Delete the special condition by drawing a line through the special condition entry and indicate "delete" in the margin if a the special condition is no longer applicable to the position.

Return the entire EOL Seniority Roster (APT 7.3) and any previously approved documents supporting corrections, to the Layoff Processing Team, Room 153 City Hall by May 21, 1993.

If you have any questions regarding the review of seniority rosters, contact Dorothy Yee, Coordinator, Layoff Processing Team, at 557-4922.



MEMORANDUM

No. 93-25

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DATE: May 21, 1993

TO: Appointing Officers
Personnel Officers
Employee Organizations

FROM: Wendell L. Pryor
General Manager, Personnel

SUBJECT: INQUIRIES REGARDING LAYOFFS

DOCUMENTS DEPT.

MAY 25 1993

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Last week, you were notified that a Layoff Processing Team (LOPT) has been established to coordinate processing in the event that layoffs of City and County personnel will be required. Printed on the reverse side of this memorandum is a list of LOPT personnel annotated to show the name of the staff person assigned to work with each department and with employee organizations during the layoff process. Please direct all inquiries to the LOPT staff person assigned to each department.

In addition, for your information, attached is a list of the coordinators designated by each department as liaisons for layoff purposes to the Civil Service Commission and to employee organizations. Coordinators are invited to attend basic training regarding layoffs on June 1 or June 2 at 9:00 a.m. To register, contact Gerald Redmond at 557-4953.

If after contacting the designated LOPT staff member, you need further assistance, please call Dorothy Yee, LOPT Team Coordinator (557-4922).

CIVIL SERVICE COMMISSION

A handwritten signature in cursive script that reads "Wendell L. Pryor".

WENDELL L. PRYOR
General Manager, Personnel

WLP:DY:cco

Attachment
#04320

LAYOFF PROCESSING TEAM
DEPARTMENT ASSIGNMENTS BY ANALYST

Maria Chan: 557-4969

Animal Care and Control
Assessor
City Planning
Controller
Fire
Public Works
Purchasing
Real Estate
Recreation and Parks
Superior Court
Treasurer/Tax Collector

Noemi Hinajon: 556-4930

Academy of Sciences
Agriculture
Airport
Art Commission
Asian Art Museum
Fine Arts Museum
Law Library
Office of Citizens Complaints
Police
Public Library
Public Utilities
War Memorial

Gerald Redmond: 557-4953

Adult Probation
College District
Coroner
District Attorney
Juvenile Probation
Municipal Court
Parking and Traffic
Port
Public Defender
School District
Sheriff

Mark Vandiver: 557-4943

Aging
Electricity
Health Service System
Human Rights
Permit Appeals
Public Health
Rent Arbitration
Retirement
Social Services
Status of Women

Dorothy Yee: 557-4922

Board of Supervisors
Chief Administrative Officer
City Attorney
Civil Service
Convention Facilities
Governmental Services
Mayor

DEPARTMENTS AND DEPARTMENT COORDINATORS FOR LAY-OFF PURPOSES

<u>DEPARTMENT</u>	<u>NAME OF LIAISON</u>	<u>TELEPHONE</u>	<u>FAX</u>
(60) ACADEMY OF SCIENCES Cal Acad Science(GGP)	Mike Barrow	750-7169	750-7346
(13) ADULT PROBATION 850 Bryant Rm 200	Lee Okumoto	553-1689	553-1717
(72) AGRICULTURE/WEIGHTS and MEASURES 501 Army #109A	Evan Weeth	285-5010	285-8776
(27) AIRPORT SF Airport Main Ter	Vernon Nulph Valerie Jeffries (Alt.) Pat Pon (Alt.)	761-0800X2187	876-2170
(76) ANIMAL CARE AND CONTROL 1200 15th Street	Flora Antigua	554-9417	554-9424
(28) ART COMMISSION 45 Hyde #319	Carl Friedman (Alt.) Rich Newirth	252-2590	252-2595
(62) ASIAN ARTS MUSEUM Asian Arts Museum(GGP)	Valerie Pechenik	668-8921	387-2951
(02) ASSESSOR City Hall Rm 101	Tommie Whitlow	554-5551	554-7151
(01) BOARD OF SUPERVISORS City Hall Rm 235	John Taylor Eng Chan (Alt.)	554-7707	554-5163
(70) CHIEF ADMINISTRATIVE OFFICER City Hall Rm 289	Joan Lubamersky	554-4286	554-4318
(03) CITY ATTORNEY City Hall Rm 206	John Johnston	554-4286	554-4318
(29) CITY PLANNING 450 McAllister #604	Milton Edelin	558-6410	558-6409
(30) CIVIL SERVICE City Hall Rm 153	Albert C. Walker	554-4747	554-4714
(26) COMMISSION ON THE AGING 25 Van Ness #650	David Ishida Zelda Scott (Alt.) Larry Ross (Alt.)	864-6051	864-3991
(48) COMMISSION ON STATUS OF WOMEN 25 Van Ness # 130	Sharon Johnson Rosario Navarrette (Alt.)	252-2570	252-2575
(14) COMMUNITY COLLEGE DISTRICT 33 Gough	Clara Starr Tuti Moreno (Alt.)	241-2252	241-2335/6
(09) CONTROLLER City Hall Rm 109H	John Burke	554-7578	554-7466
(93) CONVENTION FACILITIES MGMT City Hall Rm 289	Joan Lubamersky	554-4859	554-4047
(04) DISTRICT ATTORNEY 850 Bryant Rm 325	Bridget Bane	553-1895	553-9054
(75) ELECTRICITY 901 Rankin	Lucille Akrami	550-2720	550-2705
(61) FINE ARTS MUSEUMS DeYoung Museum (GGP)	Debbie Albuquerque	750-3673	750-7692
(31) FIRE (uniformed) 260 Golden Gate #314	Richard Seyler	861-8000X265	929-1058
(31) FIRE (non-uniformed) 260 Golden Gate #204	Maureen Hrenoff Ray Connors (Alt.)	861-8000X249 861-8000X307	929-1058
GOVERNMENTAL SERVICES City Hall Rm 289	Joan Lubamersky	554-4859	554-4047
(78) RECORDER City Hall Rm 158	Bruce Jamison Ben Feng (Alt.)	554-4174 554-4177	554-4179
(80) REGISTRAR City Hall Rm 167	Germaine Wong	554-4390	554-4047
(79) PUBLIC ADMINISTRATOR/ GUARDIAN 25 Van Ness #200	Michele McCabe	554-1164	554-1166
(33) HEALTH SERVICES 1155 Market 3rd Flr	Rob Leadbeater Wendy Wong (Alt.)	554-1700	554-1721
(34) HUMAN RIGHTS 1170 Market 5th Flr	David Treanor	252-2525	431-5764
(12) JUVENILE PROBATION 375 Woodside #202	Terry Daniel Patricia Grice (Alt.)	753-7563	753-7715
(63) LAW LIBRARY City Hall Rm 436	Marcia Bell	554-6823	554-6820
(41) LIBRARY 45 Hyde, 2nd Flr	Diana Buchbinder	557-4587	557-4252

(25) MAYOR City Hall Rm 200	Teresa Serata	554-6117	554-6160
(74) MEDICAL EXAMINER/CORONER 850 Bryant - N. Terr.	Mrs. Roy Matson	553-1699	553-1650
(11) MUNICIPAL COURT City Hall Rm 301	Joseph Surdyka (Alt.) Gordon Park-Li	554-4521	554-4508
(38) OFFICE OF CITIZENS' COMPLAINTS 555 7th Street	Alfreda Davis-Porter	553-1407	553-1192
(36) PARKING AND TRAFFIC 25 Van Ness #460	John Parker (Alt.) Alice Villagomez	554-9822	554-9834
(37) PERMIT APPEALS City Hall Rm 154A	Michael Lum (Alt.) Kathy Johnson	554-6720	(No Fax)
(38) POLICE 850 Bryant Rm 568	Lt. Melinda Penge1	553-9152	553-1998
(39) PORT Ferry Bldg Rm 3023	Nancy Woo	274-0421	274-0583
(05) PUBLIC DEFENDER 555 7th Street	Sharon Christensen	863-4965	553-9810
(83) PUBLIC HEALTH - All Depts. SFGH Personnel Bldg. 10, Ward 13	Steve Martin Yvette Stuart Mercy Hernandez Linda Marini Shelly Samuels	206-5033 206-5021 206-5031	206-6005
(40) PUBLIC UTILITIES 1155 Market 8th Flr (CONTACT ANDREA GOURDINE	Ann Courtright	554-1638	554-1678
	<u>ONLY IF ANN COURTRIGHT CANNOT BE REACHED</u>		
(32) PUC - HETCH HETCHY 1155 Market 8th Flr	Ann Courtright	554-1638	554-1678
(35) PUC - MUNICIPAL RAILWAY 1155 Market 8th Flr	"	"	"
(47) PUC - WATER 1155 Market 8th Flr	"	"	"
(49) PUC - LIGHT, HEAT & POWER 1155 Market 8th Flr	"	"	"
(90) PUBLIC WORKS 1170 Market 7th Flr	Tammy Wong Lucy Palileo	554-6011	554-6025
(92) CLEAN WATER PROGRAM 1170 Market 7th Flr	Tammy Wong	554-6011	554-6025
(91) PURCHASER City Hall Rm 270	Ara Minasian	554-6215	554-6717
(71) REAL ESTATE 25 Van Ness Rm 400	Dan Kennedy	554-9857	552-9216
(42) RECREATION AND PARKS McLaren Lodge(GGP)	Marsha Ramirez Sandra Finney (Alt.)	666-7060	668-3330
(65) RENT ARBITRATION BOARD 25 Van Ness Rm 320	Joe Grubb	554-9558	554-9562
(44) RETIREMENT 1155 Market 2nd Flr	Jacqueline Pun Mary Fong (Alt.)	554-1584	552-7880
(06) SHERIFF City Hall Rm 333	Sr. Dep. Elizabeth Velasco	554-7225	554-7050
(45) SOCIAL SERVICES 170 Otis 5th Flr	Mary Smith	557-5570	431-9270
(10) SUPERIOR COURT City Hall Rm 313	Jan Bixler	554-6985	554-6434
(08) TREASURER/TAX COLLECTOR City Hall Rm 107	Richard Sullivan Guillermo Tapia (Alt.)	554-4469 554-4472	554-7121
(07) UNIFIED SCHOOL DISTRICT 135 Van Ness Rm 105	Elaine Lee Lillian Louie (Alt.)	241-6025	241-6063
(46) WAR MEMORIAL 401 Van Ness Rm 110	Shong Tay	621-6600	621-5091

Note: Labels Document is #38941



